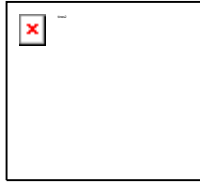


TIMES² Academy

Community Handbook

2010-2011



To Improve Mathematics, Engineering & Science Studies = TIMES² Academy

**50 Fillmore Street
Providence, RI 02908
Telephone: (401) 272-5094 Fax: (401) 272-0555
www.TIMES2.org**

Mission

The mission of TIMES² Academy is to develop intellectually curious and capable young people who are selfless contributors to both local and global communities, and who aspire to be ethical and compassionate leaders. Through a rigorous and innovative academic program in math, science, and technology, in combination with the liberal arts, TIMES² Academy affords its diverse student population those experiences, skills, and values that will prepare them for purposeful contribution in higher education and STEM-related fields.

School-Wide Learning Goals

Children become life-long learners through daily exposure to opportunities that encourage curiosity, self-direction, creativity, and critical thinking. Listed below are our academic, social, and civic goals for all students of TIMES² Academy.

Academic Goals

- **Communication** – Express ideas clearly through verbal and written communication.
- **Literacy** – Read, decode, comprehend, synthesize and analyze, critique and reflect upon numeric and written information gathered from a variety of sources.
- **Technology** – Be capable of and comfortable with manipulating instruments of technology, math, and science.
- **Interdisciplinary Learning** – Connect ideas between and among all disciplines and subjects inside and outside of the classroom.
- **Critical Thinking**– See and understand the relationships of different types of knowledge and how to use them to solve current and future learning dilemmas.

Social & Civic Virtues

- **Respect** yourself, others, school property and the contributions of diverse populations (language, culture, ethnicity, etc.)
- **Take responsibility** for your actions, words, and work, in and outside of the school.
- **Cooperate and collaborate with others.**

- **Find non-violent solutions** to school, community, and other social problems.
- **Express yourself** in a constructive manner and be receptive to feedback.

Civic Goals

- Develop as a well-rounded, contributing member of society clearly acknowledging one's role and the experience and knowledge that others bring to the community.
- Understand the democratic process of our country and be able to use it to advocate for change when needed.
- Establish goals that are community-based as well as personal and follow through with them.

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TIMES² Personnel Directory

Administration

Antonio DiManna	<i>Director of Academics, K-6</i>
Bill Clarke	<i>Director of Academics, 7-12</i>
Evert Bergen	<i>Director of Finance and Operations</i>
Leslie Wildes	<i>Director of Development</i>
Bryan M. Evans	<i>Dean of Students, K-12</i>
Yadira Garcia-Lopes	<i>Dean of Student Support Services</i>
David Schoonmaker	<i>Technical Services Coordinator</i>

Faculty and Staff

Name	Department/Grade
Jennifer Aguiar	Reading Specialist
Ezo Aso	Science 11 & 12
Daria Baccari	Grade 6
Darlene Bickham	Kindergarten
Jane Brell	Grade 6
Kelly Britto	Math 7/8
Lisa Brodeur	Grade 5
Vernon Brown	Social Studies 7 & 8
Nita Childress	Math 9 & 11
Lillian Clark	Secretary Middle-High
Fred Conery	Grade 2
Marybeth Czerniki	Grade 3
Kristin Decataldo	Kindergarten
Jillian DeFusco	Grade 3
Mike DiMucci	Art Middle-High
Connie Douglas	School Nurse K-12
David Falk	Math Specialist
Kathy Field	Grade 1

Name	Department/Grade
Mark Fontaine	Science 9 & 10
Amy Frazer	English 7 & 8
Karen Garnett	Grade 3
Tanya Gaulin	Grade 4
Jill Grey	Social Studies 9 & 12
Domenic Herard	Math 10 & 12
Charles Johnson	History 10 & 11
Tracy Kerfoot	Grade 1
Colleen Kelly	Grade 4
Allan Lester	Grade 4
Marvin Lopez	Custodian
Donna Luchetti	Middle/High Cafeteria
Maribeth Marceau	Finance and Operations
Jason Markham	PE/Health K-12
Jonathan Marz	PE/Health K-12
Nancy Mayer	Computer Science 6-8
Carol McGuinness	Administrative Assistant
Julie McLemore	Science Literacy 6-8
Lesley Miller	English 7 & 8
Rosemary Moronta-Difo	Spanish 9-12
Elizabeth Morris	Science 7 & 8
Linda Mousseau	Finance and Operations
Nicole Murray	Grade 2
Carol Nunez	Grade 1
Victor Ortega	Custodian
LeAnn Parker	Resource Teacher K-8
Richard Partello	Music K-12
Adelso Porras	Custodian
Pat Reiley	Resource Teacher 9-12
Joann Resendes	Cafeteria Elementary
Lindsay Scott	Grade 2
Jill Troiani	Kindergarten
Genine Wilcox	Secretary Elementary
Marilyn Wilson	Cafeteria
Angela Wynkoop	English 9 & 11
Charlie Wynkoop	English 10 & 12
Gina Zazza	Grade 5

Academics

High Standards

TIMES²Academy maintains high standards for all of its students. In grades 7-12, we consider any grade below a C- (70%) failing. In grades K-6 students are measured in conjunction with the Grade Level Expectations (GLEs). By the end of the school year, it is our expectation that students in the elementary divisions will receive scores of 3 or 4 on a 1-4 rubric scale. A score of 3 or 4 indicates that a student is performing on or above these Grade Level Expectations.

Graduation Appeals Process

After the Assessment Committee reviews and assesses each high school student's graduation portfolio and Senior Capstone project, via the appropriate rubrics, any student who is judged non-proficient in meeting the high school PBGR system can appeal to the Dean of the Middle-High School. The Dean of the Middle-High School will in turn review the individual student's state assessment participation, coursework, Senior Capstone, graduation portfolio, and any additional work/evidence to determine whether or not the student meets proficiency standards and will graduate that year or spend an additional year meeting all standards. Any appeal must be documented on the appropriate form and submitted at least 30 days before the date of graduation. Appeal forms can be obtained from the main office upon request. Further appeals may be made to the Executive Committee of the Board of Directors.

Homework

In the same way that tests and quizzes can assess a student's performance, homework is a daily or regular type of assessment as well. Homework reinforces class work through practice, to get students ready for the next lessons, and to teach them to work on their own. Homework assignments may vary with each teacher and with each grade. Be sure to confer with your teacher to understand what their homework expectations are for you.

Students must develop good study habits in order to achieve academically at TIMES² Academy. Homework is credited to each student's grade and can count for as much as 30% of an overall grade. All students should expect **at least one to two hours** of homework each night. Nevertheless, homework

assignments may vary with each teacher. Students and parents can access homework assignments online via the Edline.net link on the school's Web page. Please note that although this is a resource for grade 7-12 students only. If parents need additional information, they can call any teacher and leave a message. In the meanwhile, the following items should serve as a means to help students in this area:

Tips for Success:

- Set up a regular time and a quiet place to work. Try to make it away from TVs, radios, or other loud noises.
- Gather all of the materials needed for homework – pens, pencils, erasers, calculator, paper, books, and highlighters – all in one spot instead of searching for things.
- Use the attached homework calendar. During the school day, fill in all homework by the date that it is due.
- If you are having trouble with homework, talk to each teacher about the homework – it may be too hard or there may be other problems in the classroom. The school may be able to offer tutoring or extra help.
- If you miss school, have a friend or classmate get homework assignments.
- Start your homework when you get home, then take a short break (snack, play outside, or watch some TV), then go back and recheck the work. It's easier to catch simple mistakes with fresh eyes.

Make-up Work

Any student who has missed assignments due to illness or suspension must make arrangements with the teacher in order to complete assignments. Parents must contact their child's teacher in order to retrieve assignments missed during extensive absences. Additionally they can review the Edline.net link on the Web page – www.TIMES2.org.

Promotion

- Promotion at TIMES² Academy is based on evidence of

performance and academic achievement. Standards for performance and exit outcomes are defined for all students. Students are assessed with rubrics that clearly describe the criteria to meet the standard for achievement. In this way, students are aware of instructional goals and standards for achievement. Upon completion of the work assessed, students receive meaningful specific feedback about their level of achievement and areas in need of improvement. If a student is not making sufficient progress toward the exit outcomes and demonstrating achievement, academic support is available during the school day and also through after-school programs.

- Though academic support is provided, students are responsible for demonstrating a willingness to perform and for achieving the level of skill and knowledge needed for promotion. Students who are demonstrating effort yet who are not making academic progress might need an additional year to meet the standards and exit outcomes for a division.
- Students in grades K-12 who may be struggling academically will be reviewed on a case by case basis through the Teacher Support Team (TST) to determine promotion or retention.

Promotion Requirements for Students in Grades 7-11

- Students need to receive a passing grade of 70% or higher for the year in each core subject area in order to be promoted to the next grade.
- If a student (K-12) fails repeatedly, he/she will be on Academic Probation until the next marking period. Academic Probation means that he/she will not be able to participate in extracurricular activities.
- Students who fail one or two of their core subject areas will be required to participate in and successfully complete either the TIMES² Academy's summer school program or approved District/Local summer school programs.
- Students who fail three or more core subject area

courses for the year are at risk of being retained at their current grade for the following year.

- Students will not be able to be retained more than two years.

Role of Advisory Leaders (grades 7-12)

- Advisory leaders are teachers and staff members who meet with small groups of students in order to facilitate each student's attainment of TIMES² Academic, Social, and Civic goals. During the 2010-2011 school year, Advisory will meet everyday throughout the school year.
- Advisory leaders will be informed of disciplinary and academic information concerning the students assigned to them. Leaders in the high school will be specifically responsible for tracking each student's progress toward achievement of their Proficiency Based Graduation Requirements (PBGRs).
- Advocacy leaders will be able to make academic referrals to the appropriate head of school as well as to serve in a communication role with parents and guardians.

Proficiency Based Graduation Requirements (PBGR)

TIMES² Academy (T²) students will reflect their readiness to graduate from T² by demonstrating proficiency through four (4) measures: 1) Satisfactory completion of 24 Carnegie Units, 2) A score of 2 or above on 11th grade NECAP, 3) Comprehensive Portfolio, 4) Senior Capstone

Carnegie Units

Students will pass (with 70 or higher) 24 Carnegie Units.

NECAP

Each student will demonstrate proficiency (a score of 2 or above) on 11th grade NECAP assessment in Reading, Math, and Writing.

Comprehensive Portfolio

1. Students will upload at least 5 entries representing proficiency in each SWAE each year (5 per year)—

grades 7-12. Each of the following content areas needs to be represented the chosen entries: Math, ELA, Science, Social Studies, the Arts, and Technology. Advisors will oversee process.

2. Students will select proficient evidence based on teacher/advisor approval. Each piece of evidence must be assessed PROFICIENT using a school-wide rubric.
3. *Teachers' syllabi will explicitly guide selection of evidence (teachers will code syllabi for SWAE worthy assignments).
4. Students will present portfolios annually to a panel of teachers, students, parents, and community members to demonstrate proficiency in all (5) SWAEs based on a Graduation Portfolio rubric.

Senior Capstone

During their senior year, T² students will independently select, create and present a Senior Capstone Project that reflects their learning throughout their school career. Each senior will present their projects to a panel of teachers, parents, and community members. Each Senior Capstone project will reflect proficiency in the 1) T² SWAEs and 2) cross-curricular academic standards including reading, writing, math and science problem solving, and communications.

Changes from Previous PBGR

- Suspend Comprehensive Course Assessments (CCA) as measurement of student proficiency
- Add Senior Capstone as measure of student proficiency
- Add Standards to classroom assessments (tests, projects)

**Teachers will be expected to create a quarterly syllabus with SWAE suggestions and standards that will be assessed in their course(s). Syllabi (published and available to all) will strengthen our communication with students, staff, and parents regarding academic expectations for your course and future planning.*

Academic Eligibility for Extra-Curricular Activities

- Students must maintain an average of a C in all subject areas without failing any core subject in order to participate in non-academic extra-curricular activities.
- Students who wish to participate in sports programs in other district schools must meet the district academic eligibility requirements.

- Once students are declared ineligible they may still regain their eligibility upon attaining the required grades.
- Losses and reinstatements of eligibility will routinely take place at the progress report and report card periods.

Academic Probation

- Students in grades 7-12 will be placed on academic probation at any point during the year if they fail any core subject area or neglect to complete their required digital portfolio entry. Designation for academic probation will be determined during progress report time and quarterly report card time.
- Students in grades 7-12 who are placed on academic probation **will be required** to participate in extended-day academic interventions to include Saturday College.
- If students demonstrate reasonable progress towards proficiency, they may be removed from any required extended-day or Saturday College. The process for removal of a student from Academic Probation can be initiated by the student's teacher or Advocacy leader and must be approved by the Dean of the Middle-High School.

Academic Discipline

Students in grades 4-12 may be assigned to an after-school or Saturday detention for academic reasons. In these cases the students will be permitted to work solely on school work. Depending on the availability of tutors and the student's behavior during an academic detention, they may be able to access tutoring in support of their work.

Textbooks

TIMES² Academy provides each student with textbooks. Students are responsible for keeping up with their assigned books, and maintaining them in good condition throughout the school year. Any damage beyond normal wear and tear, and any lost textbooks, **must be paid for by the student. All textbooks must be covered at all times.**

Policies and Procedures

Arrival Times

K- 6

- **Students in Kindergarten through Grade 5 should arrive no earlier than 7:30 a.m.** Breakfast will be served between 8:00-8:15 at which time students will go directly to their classrooms for direct instruction. The instructional day will end at 2:30 p.m. with bus and parent pick-up between 2:30 and 2:45 p.m.

Grade 6

- **Grade 6 students should arrive no earlier than 7:30 a.m.** Breakfast will be served in the Elementary Cafeteria from 7:30-7:55 a.m. At 7:55 students will be able to go to their lockers in order to prepare for their school day. The students must be on time, seated, and quiet in their homeroom beginning at 8:00.

Grades 7-12

- **Grade 7-12 students should arrive no earlier than 7:30 a.m.** Breakfast will be served in the Middle-High School Cafeteria from 7:30 – 7:55 a.m. At 7:55 students will be able to go to their lockers in order to prepare for their school day. The students must be on time, seated, and quiet in their advisory beginning at 8:00.

Dismissal Policies

Dismissal Times

- All students (K-12) will be dismissed at 2:20. **Parents and guardians of elementary students who are not picked up by 2:45 will be subject to a supervision fee.** All other TIMES² students not attending supervised after-school activities need to have transportation arranged in order to depart campus **no later than 2:45 p.m.**

After-School Program Protocols

- Students who remain at school past dismissal times **must be under the direct supervision** of a TIMES² faculty or staff member. These students may receive academic resources and support, participate in after-school activities, or remain after-school for disciplinary code violations.

- As a general rule, all TIMES² after-school activities will continue until **no later than 4:45 p.m. for grades 7-12, and no later than 3:45 for grades K-6** throughout the week Monday through Thursday.
- Detention will be held after school **Monday through Friday** from **2:30-3:30 p.m.** Saturday Detention will be held from **9:00 a.m.-Noon** on designated Saturdays.
- **Attendance will be required** for students who have signed up or are assigned to after-school programs. Attendance will be submitted to administration by no later than 2:45 p.m. on any school day by the staff member in charge of the activity.
- Parents who wish to have their child excused from a required after-school activity must submit a signed letter to the appropriate staff member in charge of the activity. These letters may be submitted **the morning before the activity is to take place.**

-Any request to be excused from detention should be in writing and must be directed to the Dean of Students.

- Any request to be excused from after-school tutoring must be directed to the Dean of Student Services.

- Students staying for detention on Mondays through Fridays will be dismissed by **3:30 p.m.** and must have transportation arranged in order to depart campus no later than **3:35 p.m.**
- Students arriving for Saturday Detention must be present **no later than 9:00 a.m.** and must have transportation arranged in order to depart campus no later than **12:00 p.m..**

Absences

- A parent/guardian must call the school if his/her child will be absent for the school day. This will assure the staff of

the safety and whereabouts of the student. It is crucial for the school to know when a student will be absent.

Main Office Phone No.: 272-5094

- Students who are absent for one or two days must have a note from a parent/guardian on the day of return. Students who are absent for three or more consecutive days must have a doctor's note on the day of return to school. **If a student accumulates 20 unexcused absences in a full academic year, the student may not receive credit for the missed course or may not be promoted to the subsequent grade. Note that the District and TIMES² Academy will convert every 5 unexcused tardies into 1 absence.**
- Reasons listed below will not count towards the total number of absences:
 - Religious holidays or religious commitments.
 - Illnesses of three or more consecutive days.
 - Unique circumstances that are approved by the administration.
- Students are accountable for any work they miss because of their absence. **They must see the teacher for any work missed. They should also refer to the Edline.net link at www.TIMES2.org.**
- TIMES² and the Providence School Department encourage families to plan their vacation time during school breaks. To do otherwise could place the child's academic record in jeopardy. Teachers will not be responsible for assigning work to students who miss more than **five days** of class work due to family trips.

For your child's sake, please plan vacations accordingly so it will not negatively impact their learning and grades.

- **Attendance is required by state law.** Consequently, students and parents who choose to ignore this requirement will be referred to the district attendance officer for action. **Please note for all students: Lateness will impact the learning and possible promotion for students should they become routine.**

Tardies and Early Dismissals

- We expect parents/guardians to schedule all appointments outside of school hours. If a student has an unavoidable need for early dismissal, **the parent/guardian must notify the office prior to dismissal** and either:
 - Come to the school's main office and sign out the student, **or**
 - Provide a note for the student stating the reason and the time for dismissal, and a phone number where the parent can be reached.
- Students in Middle school and High School will not be granted early dismissal after 1:45 p.m. except in the case of illness.
- Students in grades K-6 will not be granted early dismissal after 2:00 p.m. except in the case of illness.
- If a child needs to be dismissed between 1:30 and 2:30 p.m. for an appointment, then a parent must send a note to school with their child **that day** designating the dismissal time and reason for the early dismissal.

Change of Address/Emergency Contact Form

Any student who has a change of address or a telephone number should contact the school immediately to notify the main office of the change or changes. The school needs current information on all students in order to keep families abreast of school information and in case of an emergency.

School Closing/Delayed Opening

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

- 63 WPRO
- 92 PRO FM
- WJAR Channel 10

- WPRI Channel 12

If an unforeseen facilities emergency should arise, the school's administration will reserve the right to close the school to ensure student safety. Parents will be notified as soon as possible.

Visitor Policy

Any person not directly affiliated with TIMES² Academy (Grades K-12) including parents/guardians, must report to either the Reception Desk in the Elementary Wing or the Middle/High School Main Office upon entering the campus. A visitor's badge will be issued in the office and must be worn while in the school. The Dean of Students and School Deans or his/her designee is empowered to take action against inappropriate visitors, including suspended and expelled students, who enter the building, grounds and other TIMES² property. **Parents who wish to visit the school and/or visit a class should contact the school to make arrangements ahead of time.**

Non-Discrimination Policy

TIMES² Academy does not discriminate in providing services to children and their families on the basis of race, gender, religion, sexual orientation, cultural heritage, political beliefs, marital status, national origin, or disability.

TIMES² Academy does not discriminate on the basis of age, race, gender, sexual orientation, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational program, activities, or access to its facilities.

School Nurse/Health Room

The school provides a nurse daily during school hours for students requiring medication disbursement and minor first aid. **All required medications must be brought to the attention of the school nurse for proper dissemination through the parent/guardian.** Please note that parents must bring medication and a written doctor's order to school; medication cannot be sent on the bus with the student. All updated medical records should be shared with the school to ensure the proper care for students' medical needs. Also, **under no circumstances should students share over-the-counter medications with their peers.** Note that the school nurse may disburse over-the-counter medicine as well with prior parent consent.

Concurrent with the above procedures, complete physical exams and immunizations are required to enter kindergarten and 7th grade. An eye test is also required for kindergarten entrance.

Emergency Drills

Throughout the year the school conducts fire drills, lockdown drills, and evacuation drills. Each drill is conducted throughout the K-12 school. Individual evacuation plans are posted in each room in the building. Students are to remain **silent** throughout the duration of the fire drill. Acting in a disruptive manner during a fire drill is a **Class II Offense** and will result in disciplinary action.

Uniform Policy

It is expected that all TIMES² Academy students will be in their official uniforms each day. It is the parents' responsibility to make sure that students wear the official uniform to school or the child will not be admitted to class and will be sent home.

Uniform Descriptions

Elementary (K-6) School Uniform:

- Burgundy Polo shirts with the school logo
- Navy blue pants, jumpers, or skirts (all skirts must be knee length)
- All footwear must be entirely black or entirely brown in color and cover the entire foot. *Slippers, flip-flops, sandals, or any open-toed style footwear are not acceptable.*
- Black or brown belt in pants/skirts.
- During winter months **official** school sweaters or sweatshirts with logo may be worn inside school.
- Shorts are never authorized.

Elementary (1-6) Physical Education Uniform:

- White T-shirt with the school logo.
- Navy blue sweat pants, jogging pants, or nylon pants
- Sneakers.

Middle School (7-8) Uniform:

- Light blue Oxford button-down shirts or blue Polo shirts with school logo

- Khaki pants and/or khaki skirts. All skirts must be knee length or longer.
- All footwear must be entirely black or entirely brown in color and cover the entire foot. *Slippers, flip-flops, sandals, or any open-toed style footwear are not acceptable.*
- Black or brown belt in pants/skirts.
- During winter months **official** school sweaters or sweatshirts with logo may be worn inside school

Middle School (7-8) Physical Education Uniform:

- Sweat shirt or white T-shirts. No sleeveless shirts.
- Sweat pants, jogging pants or nylon pants.
- Sneakers

High School (9-12) Uniform:

- White Oxford button-down shirts with school logo or maroon Polo shirts with school logo.
- Khaki pants and/or khaki skirts. All skirts must be knee length or longer.
- All footwear must be entirely black or entirely brown in color and cover the entire foot. *Slippers, flip-flops, sandals, or any open-toed style footwear are not acceptable.*
- Black or brown belt.
- During winter months **official** school sweaters or sweatshirts with logo may be worn inside school.

High School (9-12) Physical Education Uniform:

- Sweat shirt or white T-shirts. No sleeveless shirts.
- Sweat pants, jogging pants or nylon pants.
- Sneakers.

Description of Proper Wear of Uniform

- Button-down shirts may only have the very top button undone. All other buttons to include both collar buttons are to be buttoned throughout the school day
- No headgear is to be worn at school including scarves, bandanas, head wraps, and/or 'doo-rags'
- ***Shirts are to remain tucked-in at all times***
- Accessories such as cell phone holders, pocket wallet chains, chains of any kind, spiked bracelets, spiked belts or similar items are not to be worn at any time
- T-shirts, if worn, are to be solid white in color and may

be short or long-sleeved

- Belt buckles are to be plain black or brown to match belts
- ***Capri-style khaki pants may be worn by females and must be below the knee.***
- ***Any other variations to the uniform will be dealt with on a case-by-case basis***

“Dress Down” Day Policy

Certain days of the school year are designated as optional dress-down days. At times in order to participate in dressing down a small fee is collected which is used for funding student programs. Some students may be prohibited from participation due to disciplinary infractions or academic performance. For these days the following rules are in place.

- All skirts must be at least knee length.
- Tops cover shoulders and are not otherwise overly revealing.
- No open-toed shoes, flip-flops, or sandals are to be worn at any time.
- No headgear is to be worn.
- Inappropriate words or symbols are not allowed to be worn on any article of clothing.

“Dress-Up” Day Policy

“Dress-up” days include the fall and spring Picture Days.

- All skirts must be at least knee length.
- No jeans or jean-looking materials are to be worn. This includes jean or jean-looking pants, skirts, jackets, and half jackets.
- No open-toed shoes or sandals are to be worn. No sneakers are to be worn on Dress-Up days.
- No headgear is to be worn.
- Tops cover shoulders and are not overly revealing.

Communications

Communication Protocols

Proper communications are vital to the success of any organization. TIMES² Academy works hard to ensure that communications between all stakeholders in our community are conducted in a professional, respectful, and accurate manner. In order to facilitate an optimal environment for communications the following protocols should be understood and followed by all members.

School Communications with Parents/Guardians

The Academy will usually communicate with all parents and guardians throughout the year through the following means:

- Quarterly e-newsletter to discuss the entire K-12 program
- Distribution of progress reports and report cards
- Display of important calendar updates and other information on www.TIMES2.org
- Via the TIMES² Academy's Parent Teacher Organization (P.T.O.), which meets on a regular basis throughout the school year and is open to all parents and guardians.
- Edline.net
- Email

Communication with Students during the School Day

Parents/guardians who need to communicate with their child during school hours must do so through calling our main number 401-272-5094 or coming into our main office during the school day.

- **Dropping off items after the school day has begun.** Students are to be prepared for school at the beginning of the school day. Parents or guardians who wish to drop off items such as missing school work, clothes for physical education, or other items need to understand that those items can only be picked up by the student

during their lunch time.

- **Messages left at the office.** All efforts will be made to deliver information concerning after-school changes to transportation or any other information. In most cases, students in grades K-12 are notified of such messages during the school day.

Parent/Guardian-Teacher Communications Administrators' Role

When parents or guardians have concerns about or questions for specific teachers or staff members, TIMES² Academy's administrators will advise the parents/guardians that **the proper first step is for the parents/guardians to discuss the matter(s) of concern directly with the teacher or staff member involved.** If sincere attempts at communication with teachers or staff members have taken place, but the matter is still not resolved, administrators will then take action to mediate or otherwise resolve the issue. In all, administrators will ensure that the protocols described below are followed prior to intervening.

Phone and Email Protocol

Parents/guardians who seek to communicate by phone with teachers may do the following:

- Leave a voice mail message for a teacher. Teachers are encouraged to return phone calls from parents/guardians within two school days of receiving the call.
- Send a written note to the teacher through their student. (Some of our teachers at their discretion give out their electronic mail addresses in order for parents to contact them in writing as well).
- If the parent/guardian is a Spanish speaker she/he may choose to leave a message with Mrs. Garcia-Lopes at extension 108.
- If a teacher does not return a received phone call or respond to a written message within **two school days**, a parent/guardian can either try again or contact the Dean who supervises that teacher.

Face-to-Face Conference Protocol

- TIMES² Academy hosts annual Parent/Guardian-Teacher Conference nights. In addition to these scheduled conferences, a parent/guardian-teacher conference can take place as needed throughout the school year. These conferences can be initiated by parents, teachers, or administrators as concerns arise.
- If parents/guardians seek a face-to-face meeting with a teacher, that parent/guardian may work out a mutually agreeable time with that teacher in order to have a meeting.
- If either the parents/guardians or teachers feel the need to do so, they may ask to have other staff members present to facilitate or contribute to the discussion. Also, it is usually best to have the student as a part of most conferences as appropriate. Both the parent/guardian and the teacher need to know prior to the meeting who will be expected in attendance.
- Upon completion of the meeting, a parent/guardian may feel free to follow-up any concerns they may have with either the Dean of Students or the School Dean for the appropriate division.
- Depending on the results of the initial meeting, the Dean of Students or Head of School may want to hold a second meeting to resolve any outstanding conflicts or misunderstandings.

Student Discipline

It is our belief that parents and guardians should support the school's efforts to create a safe and productive learning community. Therefore, it is necessary for us to emphasize the importance of students being responsible for themselves in following school rules and for us to have parental support in the enforcement of those rules. **The only real discipline is self-discipline.** If students can be responsible for themselves and their actions, they will find the school to be a challenging and rewarding place to grow and learn.

Discipline System

In an attempt to simplify and clarify the discipline process, the following protocol will be utilized to address student behavior. With teacher's help, students' behavior will be accurately documented and appropriately managed. Our goal is provide opportunities for student growth and maturity as part of our school's social community. The discipline system, therefore, will be used consistently, objectively, and contentiously.

Teacher Intervention

Minor Class behavioral infractions

Consequence

Teacher-managed consequence—Every attempt should be made to manage discipline in your classroom and no student should be sent to the hallway for more than 5 minutes.

Tier 1

Level 1 Offenses

Teacher documents in Trax Literacy*

This documentation will provide data for Repeated Level 1 Offenses and inform parents and administrators when determining further discipline

Teacher intervention must include a discussion with parent

Tier 2

Repeated Level 1 Offenses OR Level 2 Offenses

Elementary—Administrator will perform walk through daily at 11AM

Middle/High School—Teacher documents in Trax Literacy

Consequence

Administrative After-school Detention—Supervised by Select Administrators or designee**
 Documentation in Trax Literacy— Academic Admin Asst
 Parent Call— Academic Admin Asst

Tier 3

Repeated Level 2 Offenses

Level 3 Offenses

Consequence

In-school Detention (.5 to full day)—Supervised by Dean of Students***

Documentation in Trax Literacy—Academic Admin Asst

Parent Call—Academic Admin Asst

Tier 4

Repeated Level 3 Offenses OR Level 4 Offenses

Consequence

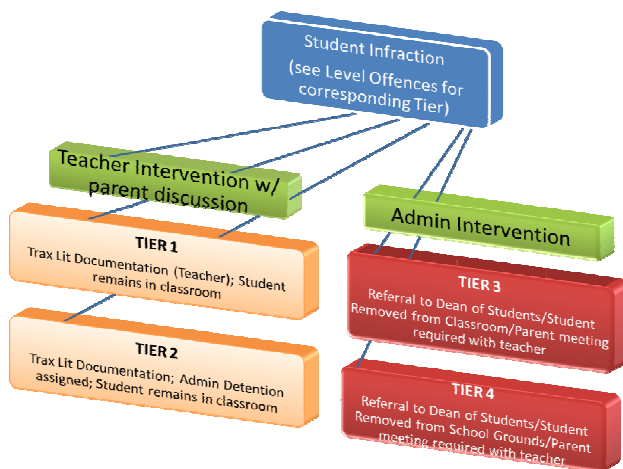
Suspension—Administered by Dean of Students***

Documentation in Trax Literacy—Academic Admin Asst

**Elementary and Secondary Administration will receive daily reports of all Offenses. Administrators will follow up in a timely manner with students as appropriate.*

***One missed detention, becomes two detentions. Any further absence from administrative detention will result in a .5 in-school detention and face-to-face parent meeting with administration*

****Tier3 and 4 Offenses will be administered by Dean of Students*



Below are specific offenses that warrant disciplinary measures when committed by students. Read them carefully to ensure your understanding and cooperation. **Please note that changes, additions, and/or subtraction to these offenses may take place during the year. In such a case, written notification will be made to all members of the TIMES² community.**

Class I Offenses

1. Being in hallways without a pass
2. Being in the building unsupervised after 2:45
3. Chewing gum and/or eating food in class or halls
4. Minor class disruptions
5. Possession of non-electronic distracting objects
6. Running in hallways and/or stairwells
7. Yelling in hallways and/or stairwells

Class II Offenses

1. Use of profane, vulgar or obscene language, gestures or literature
2. Possession of electronic devices
3. Excessive tardiness
4. Excessive talking
5. Participating in a verbal argument with other students.
6. Willful disobedience and gross misbehavior (disruption, roughhousing, etc.)
7. Leaving the school or class without permission
8. Cutting class
9. Disruptive or disorderly behavior during a fire drill
10. Disrespectful behavior toward a staff member or teacher
11. Disrespectful behavior toward another student
12. School uniform code violations
13. Threatening or intimidating a student and/or posturing to fight
14. Failure to report to an administrative office or the appropriate person when sent by a teacher
15. Distribution of unauthorized materials and/or soliciting
16. Disruptive or disorderly behavior on a school bus
17. Loitering inside or outside the school building or school grounds (including area businesses, residences, or any city bus stops)
18. Failure to return detention slips signed by parent or guardian within two school days of issuance
19. Failure to return any other slips requiring parent or

- guardian signature within time allowed
20. First time and/or low severity violation of school's bullying policy. Refer to TIMES² Bullying Prohibition and Prevention Document
 21. Disorderly behavior during administrative detention
 22. Repetition of a *Class I Offense*

Class III Offenses:

1. Sexual Harassment
2. Gambling
3. Forgery
4. Plagiarism and Cheating. This entails copying homework assignments, dishonesty on tests/exams, plagiarizing research papers and presentations
5. Failure to stay for detention
6. Fighting and physical assault*
7. Willful destruction of school property, including writing on desks and walls
8. Student to student blackmail or threats
9. Petty theft/ stealing from the school or other students
10. Verbal assault, profanity, intimidation or threats toward any school personnel
11. Possession, distribution or use of tobacco products
12. Repeated and/or intermediate level violation of the school's bullying policy
13. Being in an off-limit areas on campus
14. Inappropriate sexual contact
15. Continued repetition of a *Class I Offense* or a repeated *Class II Offense*

**Fighting is defined as punching, kicking, hitting, wrestling, etc. with the purpose of causing harm. Pushing another student i.e., in the lunch line does not necessarily constitute fighting.*

Class IV Offenses

Class IV Offenses will yield an automatic recommendation for removal and/or expulsion. Repeated offenses of any of the class I, II, III offenses may result in Class IV action. In certain instances, TIMES² Academy may send students to the Providence School Department's Student Affairs Office (SAO) for resolution.

Class IV Offenses are as follows:

1. Possession, handling, transmittal, concealment or use of any item that may be classified as a weapon. Refer to

Providence School Department District-wide Code of Behavior and its reference to the Gun-Free Schools Act of 1994.

2. Use of any object as a weapon or in any manner likely to cause injury to another person. The Zero Tolerance Policy printed on pages 35-36 will be strictly enforced. The School Board may use discretion in enforcing the Zero Tolerance Policy. ***This offense is automatically referred to the police department for legal action.***
3. Possession, distribution, or use of illegal drugs, alcohol or like substances. ***This offense is automatically referred to the police department for legal action.***
4. Violation of assigned probationary status
5. Physical abuse or assault towards any other person
6. Continued or high severity violation of school's bullying policy
7. Continued repetition of a *Class I or Class II Offense*, or a repeated *Class III offense*

In all disciplinary cases where students are sent home at a non-standard time (i.e., detention or suspension) parents are responsible for providing transportation.

The administration reserves the right to decide upon any other offense that may be harmful or unsafe to the school community.

Student Discipline K-3

In grades K-3, student discipline is primarily supervised by the classroom teacher through the use of effective classroom management strategies. These strategies are school-wide and are based on age-appropriate, progressive steps and a purposeful reward/consequence system.

Parents of students in the elementary grades may receive regular phone calls, e-mails, or written notices regarding student behavior directly from the teacher unless the behavior becomes repetitive, more severe, or causes high levels of concern because the behavior impacts the classroom environment as well as other students and/or adversely affects the development of the student exhibiting the behavior. In these cases, students are referred to the Dean of Students for immediate action and to the Teacher-Support-Team (TST) for long-term monitoring.

This is an example of an individual classroom's rules:

**TIMES² Academy Common
Classroom Rules**

In order to establish clear expectations and support academic discipline in all classrooms K-12, a committee of TIMES² Academy administrators and teachers formed a set of Common Classroom rules to be used as a baseline set of expectations for all students regardless of classroom location. These rules are as follows:

1. The student will arrive to class on time.
2. The student will enter the classroom quietly and sit immediately in their assigned seat.
3. The student will be prepared daily for class with pen, pencil, notebook, textbook, homework, and any other materials required by her or his teacher.
4. The student will be in the school uniform worn properly throughout each class.
5. The student will not be allowed to eat food, drink, or chew gum at any time during class.
6. The student will not leave her or his seat without permission.
7. The student will not be allowed to go to her or his locker during class time.
8. The student will wait to be recognized by the teacher before sharing knowledge, asking questions, or giving voice to concerns.
9. The student will show respect to her or his peers and to her or his teachers.
10. The student will follow the rules when a substitute teacher replaces the regular teacher. Violations with a substitute teacher may result in a doubling of any demerits assigned.

Positive Behavior Incentive Program

In an effort to reinforce positive behaviors, a positive behavior management plan is being put in place to reward good behaviors. Students will be rewarded for following the academic, social and civic model of TIMES² Academy.

Zero-Tolerance for Weapons and Violence in School

It is the belief of the Providence School Department that all children have the right to be educated in a safe and nurturing environment. The policy described below was adopted by the Providence School Department to insure that a school climate conducive to learning is provided for our students.

Policy Statement

Any student found to be in possession of a weapon, or involved in an aggravated assault will immediately be suspended and referred to the Student Relations Office for a hearing which may result in exclusion from school for anywhere from 60 days to 180 days or for a duration in accordance with Rhode Island State Law.

If the weapon involved is a gun or look-alike gun or falls into a category covered by the GUN-FREE SCHOOLS ACT OF 1994. A mandatory one-year expulsion for a period of one hundred eighty days (180) (calendar days) will be in effect after due process requirements are met. In all cases involving weapons or aggravated assault in school or on school grounds, the local police will be called. SCHOOL GROUNDS INCLUDE, BUT ARE NOT LIMITED TO, THE ACTUAL PROPERTY OWNED BY THE SCHOOL, AREAS AROUND THE SCHOOLS, PARKING LOTS, SCHOOL-SPONSORED EVENTS (WHETHER ON OR OFF SCHOOL GROUNDS), SCHOOL BUSES, AND SCHOOL BUS STOPS.

Definitions of Weapons

- Loaded or unloaded firearm or look-alike firearm or pistol (including blank, starter, signal, BB, air pistol, air rifle, bullets, etc.).
- Any knife (utility, army, hunting, etc); any razor (straight, regular, retractable, etc.); defensive weapons (gas repellent, mace, stun-gun, etc.); any martial arts devices; any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (blackjack, chain, club knuckles, night stick, pip, studded bracelet, etc.); any object which, by virtue of its shape or design, gives the appearance of any of the aforementioned.

- Any destructive device, which includes: any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant or charge or more than four ounces (4 oz.) missile having an explosive or incendiary charge of more than one-quarter ounce (1/4 oz.), mine, or similar device.
- Any weapon which will expel, or which may be readily converted to expel, a projectile by the action by an explosive or other propellant, and while has any barrel with a bore of more than one-half inch (1/2 inch) in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and form which a destructive device may be readily assembled.

WHEN IN DOUBT, DON'T BRING IT TO SCHOOL!!!!

Bullying and Prevention Policy

The State of Rhode Island and the Providence School Department have taken a strong stand against bullying in our schools. TIMES² Academy strongly supports their policies and is working to eliminate bullying and harassment in all forms within our school in order to provide a safe and secure school climate so that all students may learn.

As part of the Anti-Bullying Education Program at TIMES² Academy it is important that all members of our community are aware of school policies including what bullying looks like. All students and their parent(s)/guardian(s) must read the policies below and sign the TIMES² Academy Anti-Bullying Pledge which will be presented at the beginning of the year.

TIMES² 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 TIMES² Academy and is prohibited.
- Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in 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** occurs when a person hits, shoves, kicks, spits or beats up on others, including damaging or stealing another student's property.
 2. **Verbal bullying** includes 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** includes 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** includes 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.

Statement on Enforcement of Bullying Policy

As with all matters of discipline, TIMES² Academy seeks to development self-discipline within each of our students. This goal of self-discipline often demands the coordinated efforts of staff members, teachers, administrators, parents and/or guardians, along with the school's peer mediation program. Ultimately, the Providence School Department's Student Affairs Office and Providence Police Department may serve as actors in the enforcement of this as well as other serious disciplinary infractions.

In regard to disciplinary measures, students may be considered in violation of the school's anti-bullying policy in the following levels of offenses—Class II, Class III, and Class IV. Note that even a one-time violation of the bullying policy, depending on its severity, may result in an automatic recommendation for removal and/or expulsion. Also, a violation of the bullying policy can be in addition to other violations. For example, a student may be in violation of participating in a verbal argument with other students, but the staff member, teacher, and/or administrator judges that the nature of the dispute was also a case of bullying.

School Services and Privileges

School Lunch Program

Sodexo currently provides the school with food services. TIMES²Academy offers a hot lunch each day. Depending on students' economic status, they may be eligible for a free or reduced lunch. Reduced lunch is \$.40 per day and full price lunch is \$1.25 per day. Students who are not eligible for free lunch are able to purchase lunch in weekly or monthly amounts.

Applications for free/reduced lunch will be distributed to students by mid-September. These forms are available in both English and Spanish.

Field Trips/Videos

From time-to-time learning takes place in other settings. Field trips and other supplemental learning activities, such as the viewing of educational videos can be an integral part of a student's education. When these activities are proposed by classroom teachers and approved by administration, a parental permission slip will be sent home with the expectation that it will be signed and returned for student participation, and if applicable, with the appropriate fees. **If the permission slip is not returned, this will indicate that your child should not participate in this supplemental learning activity and will be placed in an alternative classroom setting.**

School Pictures

School pictures are taken during the first quarter of the school year. This will be the only opportunity for students to have their picture taken for their current grade. LifeTouch, Inc. is the company responsible for school picture packages. Procedures for picture purchasing will be sent home prior to the established picture date. Make-up pictures will be granted for any students who are absent on the scheduled picture day. School picture days are considered "Dress-Up" days. Please refer to the Dress-Up Day policy section of the dress code for guidance on what students may wear.

Student Transportation

Students who ride the bus are to be in the appropriate waiting areas and are under the authority of the First Student bus driver

and bus monitor and TIMES²Academy. School bus riders are expected to follow the same rules that are maintained in the school building and the bus driver's specific instructions. Appropriate disciplinary action will be taken for incidents that involve severe offenses. **The bus supervisor and transportation officials have the authority to remove a student from the bus. These students may not board the bus again until granted permission by the Dean of Students.**

First Student Bus Company Contact: 943-7536

Lost & Found

The lost and found box is located outside the Student Services office in the middle-high school and at the main desk in the elementary school. Students should leave valuables and extra money at home, as the school does not assume any responsibility for lost items, except to hold them in this designated area for 30 days. After 15 days, all remaining items will be donated to charity or discarded.

Dance Policy

School-sponsored dances serve primarily to provide opportunities for social interaction among students in a safe and respectful climate. In order to create and maintain that environment for our students, the Academy has implemented the following standards for conduct at dances:

- In the Middle School, dances are only for TIMES² students. In the High School, certain dances are opened up to allow one guest for each TIMES² student attending.
- Dress must be appropriate and follow the rules of our dress down days.
- Dancing must also be appropriate. In particular, dancing in a sexually provocative manner may lead to the removal of that student from the dance.
- Any music played at the dance must have acceptable lyrics.

Computer Lab

Most classrooms at TIMES²Academy are equipped with at least two computers. In addition, the school has a computer lab that has 39 operational stations and an experienced computer instructor. The library media center has 16 computer stations in

its lab area. Students have access to the designated labs at their teachers' discretion. All students are expected to be responsible users of the computer lab stations and must sign and comply with a user agreement in order to gain access to the machines.

Technology Acceptable Use Policy Academic Year 2010-2011

TIMES² Academy Computer Network (TIMES²) is established for the educational and professional use of TIMES² Academy students, faculty, and staff (Users). The use of the TIMES² is a privilege, not a right. TIMES² Academy regulates access to and use of the TIMES² by principles consistent with the educational mission of TIMES² Academy, and the rules and expectations published elsewhere (i.e. Student, Parent, or Faculty Handbook). TIMES² Academy Users are expected to conduct themselves on the TIMES² in the same fashion as they do elsewhere in the community. In general, users are expected and required to avoid illegal acts (such as libel, slander, vandalism, sexual harassment, theft, inappropriate access, and the like) or unkind acts (such as personal attacks, invasion of privacy, "flames," and the like). Users found in willful and/or persistent violation of these guidelines will have their TIMES² privileges revoked and may face further disciplinary action.

The TIMES² provides access to the global Internet. TIMES² Academy has taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. TIMES² Academy believes that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals.

The smooth operation of the TIMES² relies upon the proper conduct of all its Users, who must adhere to strict guidelines. If a User violates any of these guidelines, his or her account may be terminated and future access may be denied. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

TIMES² – Terms and Conditions of Computer Usage *(Acceptable Use and Illegal Actions)*

Privileges

The use of an account must be consistent with the educational objectives of TIMES² Academy. In addition, use of any other Internet connected resource must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use for commercial activities, product advertisement, or political lobbying is prohibited. Inappropriate use will result in a cancellation or suspension of privileges. The Technology Office will deem what is inappropriate use and will refer any such use to TIMES² Academy administration. TIMES² Academy administration may cancel or suspend an account at any time.

Security

Security on any computer system is a high priority, especially when the system involves many Users. The following guidelines will help maintain TIMES² security:

1. If you feel you have identified a security problem on the Internet, you must notify a system administrator.
2. Do not allow anyone else to use your account and do not use another individual's account.
3. Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges.
4. Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the TIMES².

Invasion of Privacy

Users are entitled to a reasonable expectation of privacy for their files and e-mail. No User may have access to another's private files. The systems administrator will access the private files of Users only to purge them or in case of a suspected or proven violation of TIMES² Academy's rules or expectations.

Harassment, Slander, and Libel

Users may not use the TIMES² for purposes of harassment of others, either within TIMES² Academy community or in the

broader Internet. Foul and abusive language, attempts to “fill” electronic mailboxes, the posting of obscene images or texts, egregious “flames”, and other such acts will not be allowed. In part, slander is an oral communication of false statements injurious to a person's reputation. Libel is a false publication in writing, printing, or in signs or pictures that maliciously damages a person's reputation and includes the act or an instance of presenting such a statement to the public. In effect, Users must remember that material distributed through the Internet is public, and may be seen by millions.

Inappropriate Access

Users may not use the TIMES² to access inappropriate or “adult” materials.

Theft and Vandalism

Users must acknowledge the use of the intellectual property of others. Users must treat information found electronically in the same way as information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each User to comply with the terms and condition for the acquisition and use of software found on the Internet. TIMES² Academy will not allow the copying or storing of illegally acquired software. In this case vandalism refers to deliberate attempts to damage the hardware, software, or information residing on TIMES² or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with a “virus”; attempts at “hacking” computers using any method, or other such actions will not be allowed.

Chain Letters and Other “Spreading” Schemes

Whether in email or in Usenet newsgroups, chain letters, pyramid schemes, forwarding or replying to “contests” or “fast cash” schemes, mass cross-postings, and uninvited mass mailings are forbidden on the Internet and on the TIMES². Users participating in such activities may have their e-mail addresses permanently revoked in accordance with Internet standards.

“Netiquette”

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

- Do not reveal personal information – your address or

telephone number, or those of students or colleagues.

- Note that electronic mail (email) is not guaranteed to be private. The Technology Office can access all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
- Do not use the TIMES² in such a way that would disrupt its use by others.
- All communications and information accessible via TIMES² should be assumed the property of the author and protected under applicable U.S. copyright laws.

Warranties and Exception of Terms and Conditions

TIMES² Academy makes no warranties of any kind, whether expressed or implied for this service. TIMES² Academy cannot be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. TIMES² Academy denies any responsibility for the accuracy or quality of information obtained through this service. All terms and conditions as stated in this document are applicable to the use of computer resources at TIMES² Academy, in addition to use of the Internet. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Rhode Island and Providence Plantations and the United States of America. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

Preservation of Resources

All resources are limited; computer resources are not an exception. Because space on hard drives and bandwidth across the lines, which connect TIMES² both internally and externally, is limited, neither programs nor information may be stored on the

system without the permission of the system administrator. Users are not to load software on any school computer. Each User is permitted reasonable space to store e-mail, Web, and personal files, as mandated by system file quotas. TIMES² Academy reserves the right to require the purging of files in order to regain disk space without warning. The use of TIMES² resources by Users is governed by the expectations of common courtesy and mutual respect, which govern the other rules of TIMES² Academy. Users whose need for the resource is more pressing have priority.

Special Note for Borrowers of Equipment

Because TIMES² Academy is a day school, and for the convenience of the user community as a whole, TIMES² Academy provides computers, digital still cameras, digital video cameras, and other equipment for student use. Users are responsible for any equipment they may borrow, including accessories, and are expected to employ the equipment in accordance with the conduct and acceptable uses described above. If the equipment should be damaged, or lost while the User has assumed responsibility for it, the User will be accountable for the fair replacement value of the equipment.

School Partnership Organizations

School Improvement Team

SIT is a school-based decision-making body which consists of teachers, administrators, students, and parents. Its primary charge is to help develop the School Improvement Plan (SIP), approve on-site professional development, and ensure that the school is fulfilling its comprehensive mission of educating all students. Meetings occur monthly and are facilitated through the elected chairperson(s). Anyone may attend meetings to participate in the school's reform initiatives and improvement strategies.

Parent Teacher Organization

The Parent Teacher Organization (PTO) plays an active role in TIMES² Academy by providing human and financial resources to support the mission of the school. **Every parent is encouraged to become an active part of the PTO.** The contact information for the officers of the PTO can be found on www.TIMES2.org. PTO often works in conjunction with SIT and the Parent Engagement Committee to provide much needed services, events and activities to the families of TIMES² Academy.