

RIRAL Student Policy Handbook

This handbook was developed to provide RIRAL students with the essential information needed to ensure a safe and successful academic experience.

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Hours of Operation

RIRAL's administrative office hours are as follows:

Monday, Tuesday, Wednesday: 8am- 8pm

Thursday and Friday: 8am – 5pm

If you can not reach an office administrator, please leave a message in our general mailbox. Phone number is 401-762-3841

Snow Days (or Inclement Weather Days)

RIRAL's snow day procedure is the same as the public school department in the town or city where your classes are held.

RIRAL will send a text to your cell phone to notify you of any cancellation and will post with the RI Broadcasters Association (which includes channel 10 and 12 television stations/websites, among other TV and radio stations),

Attendance Policy

Attendance is important for you, your teacher, RIRAL and the state agency that provides the funding for your class – the Rhode Island Department of Education, Adult, Career and Vocational Education. However our funding does not come without conditions! There are specific goals that we must meet each year.

Statistics tell us that if a student attends class regularly and for a minimum of 150 hours during the year, it is likely the student education goals will be achieved. Just as you hope to achieve your education goals, we want to achieve ours as well.

We will provide instruction and supportive services tailored to your specific literacy needs.

Our teachers are among the best in Rhode Island and will work with you tirelessly...attendance is the key to success!

We ask that you keep these guidelines in mind when you begin your class:

- All students are expected to attend class according to the class schedule.
- Three unexcused absences are cause for dismissal.
- Attendance is tracked on a daily basis. If you fail to come to class and have not notified us of this in advance your teacher will call you to see why you are absent.
- If you are not in class the second day you will be called again. The office will be notified of your absences and you can expect to receive a phone call again. Remember three unexcused absences are cause for dismissal.
- If you know in advance that you cannot attend class, or are going to be late for class, please contact the RIRAL office or the teacher where your class is located. Please remember to schedule all appointments at times that do not interfere with class hours.
- Excessive lateness or absences (approved or not approved) may lead to a request for you to “stop out” or leave the class.
- All students must be on time for class and must return from breaks on time.

LRC Attendance Policy

The Learning Resource Center (LRC) provides one-on-one and small group tutoring to students who need supplemental support and/or do not fit into a regular class at RIRAL. Individualized support is provided to students according to the subject(s) they need to work on.

1. Students agree to meet with the LRC instructor for a set number of sessions per week.
2. Attendance to scheduled sessions is mandatory and is recorded weekly.
3. If a student misses 50% or more of their scheduled sessions for any given month, they will be subject to transition to a period of independent learning.
 - a. Students will engage in independent learning through online platforms such as IXL, Fast Forward, or Google Classroom. The LRC instructor will assign material and tasks based on the subject being studied by the student.
 - b. Students will be required to actively engage with assigned materials and complete tasks for a time equal to or exceeding their originally scheduled sessions.
 - i. E.g., If a student was originally scheduled for two 1-hour sessions per week, they are expected to complete at least 2 hours of independent learning per week.
 - c. Completion of independent learning tasks will be monitored. Regular check-ins will be conducted to provide assistance as needed.
 - d. Reinstatement of scheduled sessions will be reconsidered after one month of successfully meeting required hours of independent learning per week or at the beginning of the following semester, depending on LRC appointment availability.

- e. Failure to meet required hours of independent learning per week will result in deferral of class participation until the following semester.

Students Under the Age of 18

Students who are 16 or 17 years of age are able to apply for GED preparation classes at RIRAL as long as they meet the following guidelines:

- An Alternative Learning Plan (ALP) must be completed by the school department in the district in which the student resides.
- The student must attend registration sessions and complete all of the components required for admission into the program.
- A copy of the completed Alternative Learning Plan must be submitted to RIRAL before the student can begin attending classes.
- The Alternative Learning Plan must be signed by the parent, student, school principal and district superintendent.
- Students are expected to attend and actively participate in classes until all four official GED exams are completed. Students are required to attend classes Monday through Thursday unless otherwise specified.
- A student attending RIRAL as part of his or her Alternative Learning Plan must attend classes as specified in the learning plan
- Attendance refers to being present for the entire class meeting AND actively participating.
- RIRAL is required to send attendance reports to student's high school on a regular basis. Concerns that arise due to truancy or lack of participation will be addressed by student's home school district.
- Students meet at least once with RIRAL's Career Transitions Coordinator and/or Student Support Coordinator.
- ALP students are not allowed to have cell phones out while in class.
- If a student is not able to comply with RIRAL's attendance and/or code of conduct policies, he or she may be removed from the program.

RIRAL has a "Three Strikes and You're Out" policy.

A student's enrollment in the program may be revoked due to any of the following:

- 3 unexcused absences / 3 code of conduct violations /
- 3 reminders regarding no cell phones in class within 1 week

Student Rights and Responsibilities

1. All students have the opportunity to pursue education in a safe atmosphere.
2. All students have the freedom to express opinions, beliefs, and attitudes.

3. A student shall not be discriminated against because of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, or beliefs.

For students with a learning disability or a history of significant learning challenges, please consider sharing this information with your interviewer and/or instructor.

Sharing this information is OPTIONAL.

If you have questions or feel you may require certain accommodations in the classroom, you are welcome to speak with a staff member.

4. A student shall be free from searches and seizures of person and possessions while on RIRAL's property unless there is a case of imminent danger or when there are reasonable grounds upon which to believe it is necessary to conduct a search immediately in order to protect life or property. Searches may be conducted only in the presence of another teacher or member of the administration.
5. Official records and information maintained by RIRAL are treated in a confidential manner. General information about a student will not be released unless the student has indicated permission to do so on his or her registration form.

Cell Phones

As a courtesy to the instructor and others in the class, please turn off your cell phone or mute its volume during class. If you must take a call, please do so outside of the classroom.

Code of Conduct

RIRAL has a no tolerance policy for the following types of misconduct:

- Fighting
- Sexual Harassment
- Sexual Assault
- Possession of a Weapon
- Hate Crimes

Any student found to have committed misconduct is subject to the disciplinary sanctions outlined in the Discipline Policy section below.

Misconduct is defined as but not limited to the following:

- Acts of dishonesty, including but not limited to the following:

- a) Cheating, plagiarism, or other forms of academic dishonesty.
- b) Furnishing false information to any administrator or instructor.

- Disruption or obstruction of teaching, studying, administration, or other activities on RIRAL premises or on shared public premises. The administration reserves the right to determine whether behavior is disruptive or obstructive.

- Physical abuse, verbal abuse, sexual harassment, sexual assault, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person. The administration reserves the right to determine if an action is violent.

- Attempted or actual theft of and/or damage to property of the RIRAL learning centers or property of a member of the RIRAL community or other personal or public property.

- Failure to comply with directions of RIRAL administration or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

- Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

- Use, possession or distribution of alcoholic beverages.

- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on RIRAL premises.

- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on RIRAL premises or at functions sponsored by or participated in by RIRAL.

- Theft or other abuse of computer time, including but not limited to:
 - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with the work of another student or instructor.
 - e) Use of computing facilities to view or send obscene or abusive messages.
 - f) Use of computing facilities to interfere with normal operation of the RIRAL computing system.
 - g) Any breach of computer ethics.

- Smoking or vaping is not permitted on RIRAL premises or shared public premises, including bathrooms, elevators, stairways, entranceways, hallways or other open spaces.
Smoking is only permitted outside in designated areas.
- The use of vulgar language is not permitted on RIRAL premises or shared public premises. The administration reserves the right to determine what language is vulgar.

Policy on Sexual Harassment

RIRAL does not tolerate harassment of its students. This type of behavior may result in immediate suspension or expulsion from RIRAL. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to race, color, sex, religion, national origin, citizenship, sexual orientation, age, or handicap.

If you feel that you are being harassed in the above manner, you should notify your instructor or the administration immediately. Your complaint will be kept as confidential as possible, and you will not be penalized in any way for reporting such conduct. Please do not assume that the RIRAL is aware of your problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them.

Policy on Computer Crime

Any persons who directly or indirectly access any computer system for any fraudulent purpose, or alters, damages or destroys any computer or parts of its systems without authorization shall be charged with a felony according to the General Laws of the State of Rhode Island. (Chapter 52, section 11-52-2, 11-52-5) This crime may also result in suspension or expulsion from RIRAL.

Theft of a computer or any parts of its systems is a felony. In addition to disciplinary action taken by RIRAL, the individual will be subject to prosecution by the State of RI.

Policy on Discipline

RIRAL reserves the right to administer disciplinary action to any student who is found to violate the above code of conduct. The form of discipline will be determined by the judged severity of the conduct by the administration. Disciplinary action may be given in one of the following forms:

1. **Warning.** A written warning may be given to any student by an instructor or administrator who determines that a certain behavior violates the code of conduct in some form. If the violation is not corrected, the student may then be subject to suspension or expulsion.

2. **Suspension.** A student's enrollment in RIRAL's program may be suspended for the duration of a term if that student's behavior has been determined by the administration to be a violation of the code of conduct.
3. **Expulsion.** The administration reserves the right to expel any student for violations of the code of conduct as stated in the student handbook. That student will not be admitted into any of RIRAL's programs without receiving a favorable appeal in his/her case by the administration.

Appeals

Warnings: Any individual who receives a formal, written warning may appeal the decision. In order to appeal, the individual must make an appointment to meet with the administration of the program. The request should be made directly to RIRAL's administration. The individual will be granted a meeting to discuss the reasons for the warning. After some deliberation, the administration will inform the individual in writing of its decision. The decision may be a denial of the appeal, or it may be to accept the appeal and to withdraw the warning. The appeal decision is final.

Expulsion: Any individual who is expelled from the center may appeal the decision. In order to appeal, an individual must call to make an appointment to meet with the administration of the program. The requests should be made directly to RIRAL's administration. The individual will be granted a meeting to discuss the reasons for the expulsion. The individual may also present reasons for being allowed to return to class. After some deliberation, the administration will inform the individual in writing, by mail of its decision. The decision may be a denial of the appeal. The administration may allow the individual to return under certain conditions. The administration may allow the individual to attend another adult education class elsewhere in the city but not at the learning center. The appeal decision is final.

Entrance into Classes and Academic Promotion

Prospective students will complete CASAS Tests.

Information from test results and one-to-one interview will help determine appropriate class placement.

Results of CASAS testing and consensus between instructor and student help determine class promotion.

RIRAL offers ABE, ASE and ESL classes.

Classes take place in Woonsocket and East Providence depending upon student demand.

Classes are scheduled during the daytime, evening, and weekend depending upon student demand.

Fall Semester: September - December

Winter Semester: January - March

Spring Semester: April - June

Summer Semester: July - August

ADA Notice

Rhode Island Regional Adult Learning does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations.

RIRAL also does not discriminate on the basis of disability in its hiring or employment practices.

Questions, complaints, or requests for additional information regarding ADA and Section 504 may be forwarded to the designated compliance coordinator:

Jonathan Shine
LD Designee
191 Social Street, 3rd floor
Woonsocket, RI 02895
401-762-3841

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Coordination of Support Services

RIRAL coordinates services with a number of federal, state and local agencies including: RI Department of Labor and Training, Office of Rehabilitation Services, Temporary Assistance for Needy Families, Community Care Alliance, Connecting for Children and Families, East Bay Community Action Program, Family Services, and the Woonsocket YWCA.