

## Extended School Day Policy

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### **I. OVERVIEW**

This statement of the policy concerning Extended School Day (ESD) is provided to all seniors at the beginning of the year. By receiving this written statement of the policy and signing an acknowledgement that they received it, they are considered "informed" whether they choose to read it or not. Please encourage your child to read it and follow it.

**Extended School Day meets from 2:00-3:00, Monday – Thursday;** any changes in the schedule will be announced in advance. It is an academic support program to help students meet (1) their Senior Project deadlines and (2) other graduation requirements, including the Graduation Portfolio. ESD is not a punishment. Although there are consequences, they come into play only when students do not meet their ESD obligations.

If students do not turn in an assignment on a "firm" deadline, usually a Friday, they automatically know that they are assigned to ESD. **They know this whether or not they, or their parent or guardian, receive notice verbally or in writing.** This is part of the personal responsibility expected of students at Narragansett High School.

### **II. THE ESD PROGRAM**

When students are assigned to ESD, a number of "situations" can arise:

#### **1. A student reports to ESD on the assigned date.**

If students report to ESD on their assigned date, three things can happen:

- a. If their work is complete, they leave it with the ESD instructor and are discharged. The ESD instructor will date stamp their work and forward it to their teacher.
- b. If their work is not complete and they have an assignment they can work on during ESD (their Senior Project proposal, research paper, product, etc.), they remain there and work on their assignment. When their work is complete, whether it is that day, two days later, etc., they submit it to the ESD instructor and are discharged.
- c. If the work they need to complete (for example, getting a signature from their mentor) cannot be worked on during ESD, they **MUST** stay the full hour and work on other assignments. They should plan ahead

and bring other work. If they plan ahead and make arrangements for extra help with one of their teachers, they will be allowed to go to their teacher's classroom IF (1) they have a pass from their teacher and (2) they work with their teacher for the full hour. If they finish early, they **MUST** return to ESD until 3:00 p.m.

## **2. A student is "excused."**

If students do not show up because they have been "excused," they will be assigned to ESD for the next available day. Students will be "excused" if they are:

- a. an excused absence.
- b. an approved early dismissal.

## **3. A student "cuts" ESD.**

If students are not "excused" for any of the reasons listed in Section II (2), it is a "cut" and they will

- a. be placed on social suspension by the Assistant Principal,
- b. not be eligible for any senior privileges because they are on social suspension, and
- c. remain assigned to ESD until they complete their work.

If students show up on the day after they "cut" ESD, with their work completed, they are

- a. removed from social suspension by the Assistant Principal, and
- b. discharged from ESD by the ESD instructor on duty that day.

## **4. Other Situations**

Some other situations that may arise include, but are not limited to, the following:

- a. If students are participating in any school-sponsored activity away from NHS (athletic contest, academic competition, etc.) and are using transportation provided by the school, they **MUST** report to ESD to be excused from ESD for that day. They will be assigned to ESD for the next available day.

- b. If students have work for another class (make-up test, lab, etc.) that **MUST** be completed that day, they will be allowed to leave IF (1) they have a pass from their teacher and (2) they work with their teacher for the full hour. If they finish early, they **MUST** return to ESD until 3:00.
- c. Any “unique” situations that arise will be dealt with in a manner that is fair and consistent with the ESD policy.

### **III. Important Rules for Students Submitting Late Work**

Students should turn in late work as soon as possible so they do not fall behind on their work and so they lose as few points as possible on their grade for the assignment.

There are two rules that apply to students who submit late work.

1. If students turn in their work to their classroom teacher by 2:00 p.m. on the next school day following a Firm Friday (it's usually a Monday), the classroom teacher will accept the assignment and will notify the ESD instructor that the student(s) should not be included on the ESD list. *In this situation, students DO NOT need to report to ESD.*
2. If students do not turn in their work to their classroom teacher by 2:00 p.m. on the next school day following a Firm Friday (again, it's usually a Monday), they **MUST** report to ESD. If their work is complete, they will submit it to the ESD instructor and will be discharged. The ESD instructor will date stamp their work and forward it to their teacher. If students do not report to ESD and are not excused, they will be marked for a “cut” and the consequences set forth in Section II will apply.