

# **PARENT/STUDENT HANDBOOK 2022-2023**

**Wickford Middle School**

**250 Tower Hill Road**

**North Kingstown, RI 02852**

**Phone: 401-268-6470 401-268-6471**

**Fax 401-268-6480**



## **Wickford Middle School Student Handbook 2022-2023**

### **WICKFORD MIDDLE SCHOOL MISSION STATEMENT**

Wickford Middle School, in concert with North Kingstown public schools' mission statement, recognizes the wonderfully unique developmental characteristics of the middle school student. We believe in the middle school concept which nurtures respect for sense of self, others, and community. We aim to foster high academic achievement, clear thinking, and responsibility in all members of our educational community. Through the cooperative efforts of parents, teachers, and community we encourage academic, emotional, and social growth and instill democratic principles in our students.

# *PARENT/STUDENT HANDBOOK 2022-2023*

## Table of Contents

| <b>Subject</b>                              | <b>which includes information on:</b>   |
|---|---|
| School Procedures                           | Arrival At School, Attendance, Tardiness, Bicycles, Buses<br>Cafeteria, Clinical, Medical Emergencies, And Medication,<br>Corridor Passing, Early Dismissal, Field Trips, Free/Reduced<br>Lunch, Lockers Cell Phone, Non School Issued Electronic<br>Devices, Textbooks, Visitors |
| Academics                                   | Homework, Honors Roll Criteria, Honor Society Criteria,<br>Missed Work/Late Work, Long-term Assignments<br>Retention & Summer School  |
| Communication                               | Complaint Procedure, Contacting The School<br>Grading And Report Cards, Academic Probation, Conduct Code,<br>Effort Code  |
| Extra-Curricular<br>Activities              | After School Activities, Dances, Sports, Interscholastic Athletics<br>Intramural Sports   |
| Support Services                            | Guidance Program, Student Assistance Counselor  |
| Standards of<br>Behavior & Conduct          | Buses, Cheating, Concert Courtesy<br>Detention, Disciplinary Action, Disciplinary Probation, Dress<br>Code Drugs/Alcohol/Smoking, Fighting, Gum, Suspensions,   |
| General Information                         | Early Closing, Handicapped Access, Religious Holidays   |
| North Kingstown<br>School District Policies | Acceptable Use Policy, Student Attendance Policy,<br>Discrimination Homework, Rehabilitation Act, Special<br>Education Local Advisory Committee, Student Conduct,<br>Behavior, And Discipline, NKSD Mission Statement   |
| Bullying Policy                             |   |

# *PARENT/STUDENT HANDBOOK 2022-2023*

## *Support and Assistance for Students and Parents*

If you have questions about student performance, participation, assignments or assessments, please reach out to the content area teacher first. All teachers' email addresses are listed on our WMS webpage <https://wms.nksd.net/>

### **Administration Team:**

**Principal:** Ms. Alison Palladino - [alison\\_palladino@nksd.net](mailto:alison_palladino@nksd.net)

Assistant Principal - Ms. Kathie LaManna - [kathie\\_lamanna@nksd.net](mailto:kathie_lamanna@nksd.net)

### **Main Office Staff**

Cindy Tetreault, Head Clerk - [cindy\\_tetreault@nksd.net](mailto:cindy_tetreault@nksd.net)

Dylan Thompson, Clerk - [dylan\\_thompson@nksd.net](mailto:dylan_thompson@nksd.net)

**Our Guidance Department** is also here to assist

Grade 6 & 7: Mrs. Lori Logiodice - [lori\\_logiodice@nksd.net](mailto:lori_logiodice@nksd.net)

Grade 8: Ms Kelsey Dugan - [kelsey\\_dugan@nksd.net](mailto:kelsey_dugan@nksd.net)

**Additional Support Staff** is available If you have other concerns, outside of academics areas

School Social Worker: Mrs. Monica Andrews - [monica\\_andrews@nksd.net](mailto:monica_andrews@nksd.net)

School Psychologist: TBD

Student Assistance Counselor: Mrs. Stephanie [McGehearty\\_stephanie\\_mcghearty@nksd.net](mailto:McGehearty_stephanie_mcghearty@nksd.net)

### **School Nurse**

Mrs. Lisa Ennis - [lisa\\_ennis@nksd.net](mailto:lisa_ennis@nksd.net)

# *PARENT/STUDENT HANDBOOK 2022-2023*

## **SCHOOL PROCEDURES**

### **ARRIVAL AT SCHOOL**

Students may not enter the building until 7:45am. unless they are involved in a school activity such as band, chorus, or strings. Eighth graders proceed to the cafeteria while seventh and sixth graders report to the gym. Students are expected to arrive on time (8:00am).

Parents driving their children to school **MUST** enter by way of Phillips Street and proceed to the farthest end of the driveway in front of the school. Parents **MUST** exit by way of Tower Hill Road. The driveway is **ONE WAY** during drop off and pick up. Once students step out of the car, they will enter the school through the lobby doors and proceed to their appropriate space (gym, cafe or classroom). Drop off begins **NO EARLIER** than 7:50am to allow for buses to move from the area.

### **ATTENDANCE**

Students are expected, and by law are required, to be in school every day. If a parent or guardian is aware that a student will be absent, it is his/her responsibility to notify the school by telephone prior to 9:00 a.m. on the day of the absence. The telephone number to report an absence is 268-6468. If the school does not hear from the parent, someone will contact you at work or home to verify the absence. This is not meant as an annoyance but as a reflection of our concern for the safety and welfare of all students. It is the student's responsibility to make up all missing work when absent.

If a student is absent for the day or arrives to school after 11:10 am they are not allowed to attend after school activities, sports, or school related evening functions.

Suspensions are excused absences. Any work missed by a student who is suspended from school is due the day the student returns to the classroom. The student can check CANVAS and reach out to the teacher for the assignments. The student will not be given extra time to complete this work. Summative Assessments will be made up with the teacher.

# ***PARENT/STUDENT HANDBOOK 2022-2023***

If students will be out for a known absence, all work can be found on CANVAS. Please do not reach out to teachers requesting work be sent home in advance of a planned absence. CANVAS is updated daily and students can find everything they need by visiting their class pages. **Family Activities/Vacations are not excused absences.**

## **TARDINESS**

Students must be in their Period 1 class by the time the bell rings at 8:08 AM. If a student arrives to class after this time, they are considered tardy. Tardy students must report to the main office for a pass. **Each quarter**, students are allowed 3 tardies. On the 4th tardy, the student will be assigned after-school detention. For the remainder of the quarter, the student will receive a detention after every 3rd subsequent tardy.

Some tardies may be excused for reasons such as medical appointments, court appearances, etc., which can be scheduled at no other time. These tardies will only be excused with written documentation provided to the front office from the office of the appointment. Parent phone calls do not “excuse” a tardy.

## **BICYCLES**

Students may ride a bicycle to school. Bikes must be parked in the designated area in the rear of the building. Bicycles should be locked in the rack for safe keeping. No bicycles may be stored in the building. Bicycle riders should follow the rules for bicycle safety. The school is not responsible for lost or damaged property.

## **BUSES**

Bus transportation is provided for eligible students. Students are to ride their assigned bus; proper behavior is expected of all students. Students misbehaving on the bus or at the bus stop may temporarily lose bus privileges.

Exception: Except in the event of an emergency, students are not allowed to ride on buses other than the one they are regularly assigned to, and must use their assigned stop. Parents are responsible for providing transportation to destinations not serviced by the assigned bus. For safety reasons, large items that cannot safely be held on one's lap, may not be brought on the bus. Large items cannot be safely secured in empty seats and may become missile hazards in the event the bus stops short or is involved in a collision. The bus driver has the authority to prevent unsafe items from being brought on the bus.

# ***PARENT/STUDENT HANDBOOK 2022-2023***

## **CAFETERIA**

Students are to eat lunch in the cafeteria during the time assigned and are to stay in the cafeteria during the entire lunch period unless given permission by a supervising adult to leave. Student behavior should be appropriate at all times. Students are to form an orderly line when purchasing lunches or snacks. Students purchasing a lunch will go through the line first. Any student purchasing only a snack will wait for the sign on the kitchen door to read "Snacks only" before getting in line. Student lunch accounts need to be set up at [myschoolbucks.com](http://myschoolbucks.com).

## **CLINICAL, MEDICAL EMERGENCIES, AND MEDICATION**

Wickford Middle School has a school nurse available to students during the school day who do not feel well.

Students are not to take medication of any form in school without permission. The nurse must administer medication to the students within the school setting (with the exception of emergency medication). The use of medicine during the school hours is allowed only if permission is given by a doctor, or for Tylenol or other standing order medication, permission from parent/guardian. Medication must be brought to school by a responsible adult in the original container.

For clarification on any health procedures, please call Mrs. Ennis at 268-6468 or via email: [lisa\\_ennis@nksd.net](mailto:lisa_ennis@nksd.net)

## **CORRIDOR PASSING**

Except during passing periods, students are required to carry a pass signed by a staff member whenever they go from one location to another.

## **EARLY DISMISSAL**

Students need a written note from a parent/guardian to be dismissed from school before normal dismissal time. Parents/guardians must come into the building to sign out and pick up the student. **Identification is required.** Students will only be released to individuals listed on the emergency contact list. It is the parent's/guardian's responsibility to update this list in Aspen. The student must report to the office before leaving and will not be called to the office until the person picking them up has arrived.

# ***PARENT/STUDENT HANDBOOK 2022-2023***

## **FIELD TRIPS**

Field trips are part of the academic program at Wickford Middle School. Occasionally, non-academic field trips are planned. Field trip procedures include:

- Signed permission slips or Reverse Permission Slips
- Notification to parents prior to the field trip if any student is to be held back per School Administration.

## **FREE/REDUCED LUNCH**

Families need to apply each year for free and reduced lunch programs. The forms are available in the office and are updated each year. They are also available online at: <http://www.schoollunchapp.com/>

## **LOCKERS**

Students are assigned lockers for their coats, books, and materials. The student, not the school, is responsible for lost books or materials. Students may go to their lockers at assigned times only. Since it should not be necessary for students to go to their lockers at times other than these assigned times, a pass must be signed by a teacher for additional locker visits. In the interest of the maintenance of health and safety, school authorities may inspect school properties. Lockers, though assigned to pupils, are school property and may be reasonably inspected. Students are assigned lockers and locks in the gym locker rooms.

The right to inspect students' lockers is inherent in the authority granted to the School Committee and administrators. Whenever possible, the pupil to whom the locker is assigned, should be present for an inspection. At least two members of the staff should conduct inspections together, particularly when the pupil is not present.

Inspection for the location of drugs, narcotics, liquor, weapons, poisons, or missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.

## **CELL PHONES AND OTHER NON SCHOOL ISSUED ELECTRONIC EQUIPMENT**

All cell phones and other electronic devices (with the exception of school issued Chromebooks) must be turned off or put on silent and **remain in student lockers** during the day. Students must put these items in their lockers before 1st period which begins at 8:08 AM. Students will be permitted to carry cell phones and other non school issued electronic

# ***PARENT/STUDENT HANDBOOK 2022-2023***

devices to their last period class following the final locker time of the day. However, these items **MUST** remain in backpacks and cannot be used until students have been dismissed from class at 2:30 PM. The school is not responsible for lost or stolen electronic equipment.

**Parents should not call or text their student(s) during the school day.** If you need to get in touch with your child, please call the main office at 268-6470. Similarly, if students need to contact their parents, they **must** come to the main office and use the school phone.

Students in violation of this policy will have their cell phones or electronic devices confiscated and turned into an administrator. The first time a student is found with their cell phone on them, a verbal warning is given and the policy is re-explained. If the student is found with their cell phone a second time, a one hour detention is issued. Each additional time the student is caught with a cell phone on them, detention will be issued and a parent/guardian is called to pick up the cell phone. If this becomes a habitual problem the student will be asked to keep their phones in the admin suite for the day.

## **TEXTBOOKS**

Books are provided by the North Kingstown School Department. Students will be issued textbooks, workbooks, novels, chapter books and other materials that are property of the North Kingstown School Department.

It is the responsibility of the student to return assigned books in good condition at the end of the year. **The student is responsible for paying established fees for book damage or loss.** Students will not be issued new books or a report card until any fines or fees are paid. Lost textbooks are not an excuse for missing assignments.

## **VISITORS**

In the interest of safety, all visitors must stop in the main office for an identification badge. Additionally, if you would like to meet with the Principal or teachers, you must make an appointment.



# *PARENT/STUDENT HANDBOOK 2022-2023*

## **ACADEMICS**

### **HOMEWORK**

Each teacher will provide guidelines for completion of homework.

Homework refers to assignments that are completed after regular class hours. Consistent with the district's adopted philosophy of education, homework is a regular part of each student's experience in North Kingstown schools. Homework assignments should increase gradually with difficulty and frequency throughout the grades. The amount of homework should be equivalent to the grade level times 10. For example, a seventh grade student should be spending approximately 70 minutes on homework nightly, in addition to 20 minutes of silent reading. Parents should expect homework in all subjects on a regular basis.

Teachers hold students accountable for completing homework. Long-term assignments (e.g., reports, projects, etc.) can be used as a substitute for daily assignments. In order to inform parents regularly as to what assignments for home study have been given, a planner has been provided for each student to record assignments. If a student loses his/her planner, he/she is responsible for purchasing a replacement (\$5.00) in the main office.

**Aspen/Canvas** is the district's tool for notifying parents about their child's grades. A passing grade at the middle level is a 65. Report cards and Progress Reports are posted every quarter on **Aspen/Canvas**. Please reach out to your child's assigned counselor if you want a paper copy of your child's report card.

### **HONOR ROLL CRITERIA**

High Honor Roll – 90% average and above with no failures

Honor Roll – 85% and above with no failures

**Note:** When both high honors and honors criteria are calculated at the end of the quarter core academic classes are given full weight, special area classes are given half weight.

### **HONOR SOCIETY CRITERIA**

Honor Society–Students must have an overall average of 90% or higher by the end of the third quarter. Students must also provide proof of 15 hours of community service and adult

# ***PARENT/STUDENT HANDBOOK 2022-2023***

recommendations substantiating their Leadership, Character, and Citizenship within and outside of school.

Applications can be found on the WMS website under Student Top Tab→WMS Honor Society. Applications are due to the main office no later than 2:30 pm on Friday, May 5th, 2023.

## **MISSED WORK/LATE WORK**

The student is responsible for making arrangements for missed work.

Make-up work must be completed within a period of time established by the teacher. The maximum amount of time to make up work is equal to the number of the consecutive excused absences. Any student who fails to meet the new deadline will forfeit his/her right to make up the work for credit and will receive a zero for work not completed.

## **LONG-TERM ASSIGNMENTS**

Long-term assignments with a due date are an important part of education that can be applied to real-life experiences. Whether an absence is excused or unexcused, students must adhere to the due date and may be penalized ten points for every class day that an assignment is late beyond the due date.

## **RETENTION & SUMMER SCHOOL**

The middle school may require any student who does not successfully complete schoolwork during the school year to attend this program for promotion. Students failing three or more courses are candidates for potential grade retention and cannot participate in end of the year activities or the eighth grade promotion ceremony.

# *PARENT/STUDENT HANDBOOK 2022-2023*

## COMMUNICATIONS

### COMPLAINT PROCEDURE

If parents have a question or concern regarding a teacher's practice, they should first **address the issue with the teacher** involved. If the matter is not resolved at the parent-teacher level, the principal or assistant principal should be involved in the process. Any concern that is not addressed satisfactorily at the building level may be followed by an official "complaint procedure" through the principal's office. Complaints may be submitted in person, over the phone, or via email. If there is a failure to resolve an issue at this level, it may proceed to the superintendent's level (at 268-6403).

### CONTACTING THE SCHOOL

We encourage parental involvement and communication with the school. Parents can reach teachers and administrators through telephone, email, and ASPEN.

- The school telephone numbers are 268-6470 and 268-6471.
- Check out our [Wickford Webpage](#) here.

# *PARENT/STUDENT HANDBOOK 2022-2023*

## **GRADING AND REPORT CARDS**

Report cards are issued four times a year (November, February, April and June). Report cards are published in ASPEN and can be viewed by signing into the Parent Portal. Students are graded in terms of achievement and earn a letter grade for each subject in a marking period. Grades are determined using the following criteria:

**A – Superior**

This mark (90-100) will be earned by a student whose achievement is of exceptional quality and whose work is completed beyond the requirements.

**B – Above Average**

A student will earn this mark (80-89) for quality, above average work.

**C – Average**

Average work (70-79) is completed by a student in an acceptable manner.

**D – Below Average**

The work (65-69) completed by a student is below average.

**F – Failure**

This mark (below 65) is earned by a student who does not complete the work and/or assignments.

**I – Incomplete**

This indicates that a student did not complete assigned work due to extraordinary circumstances. The teacher will design a plan to support work completion of the student.

Each student will be further evaluated in terms of effort and conduct using the following designations:

| CONDUCT CODE |                   | EFFORT CODE |                   |
|--------------|-------------------|-------------|-------------------|
| C1           | Outstanding       | E1          | Outstanding       |
| C2           | Good              | E2          | Good              |
| C3           | Satisfactory      | E3          | Satisfactory      |
| C4           | Needs Improvement | E4          | Needs Improvement |
| C5           | Unacceptable      | E5          | Unacceptable      |

# *PARENT/STUDENT HANDBOOK 2022-2023*

## **ACADEMIC PROBATION**

Academic Probation is when a student is not considered to be in good academic standing. Each quarter, any student who receives a grade of "F" in two or more academic or elective classes will automatically be placed on academic probation. The student's report card serves as notification of academic probation status.

Consequences for being on Academic Probation: Any student who is on academic probation is not permitted to attend nor participate in special school events, activities, and sports. This may include: dances, clubs (except homework club), intramurals, and interscholastic sports. **It is strongly recommended that student's who are on academic probation attend homework club opportunities each week.** Supports implemented by teachers and/or administration will be communicated to students and/or families.

### **Removal from Academic Probation:**

Students must have no more than one (1) failing grade at progress report time. Students must check with their School Counselor or an administrator for confirmation that they are off academic probation. If a student remains on academic probation at progress report time, the next report card will determine their probation status.

# *PARENT/STUDENT HANDBOOK 2022-2023*

## **EXTRA-CURRICULAR ACTIVITIES**

### **AFTER SCHOOL ACTIVITIES**

There are numerous ways for students to get involved in activities at WMS. Various activities may include, but may not be limited to Yearbook, Science Olympiad, Intramurals, Sports Teams and Art Club. Students are encouraged to participate in these activities.

### **DANCES**

Dances are sponsored by the PTO. They are held at different times during the year. Dances are open to currently enrolled Wickford Middle School students only.

Dance Expectations:

- Students must buy their tickets during lunch periods on the day of the dance or the previous two days. Tickets will not be sold at the door.
- Traffic for dances is one-way only from Phillips Street (Rt. 102) to Tower Hill Road (Rt. 1). Students should be dropped off at 7:00 p.m.
- Once a student enters the dance, he/she may not leave until the dance is over, except for an emergency
- A student loses the privilege of attending the dance if he/she is on academic or disciplinary probation, or if he/she receives a discipline slip issued by an Administrator stating that the privilege has been lost.
- Students must be picked up promptly at the end of the dance. Students may forfeit the next dance privilege if they are not picked up promptly. All dances end at 9:00 p.m.
- Dress Code: The school dress code to all activities, including dances.

### **SPORTS**

Athletic Director: Christopher Cobain: [christopher\\_cobain@nksd.net](mailto:christopher_cobain@nksd.net)

### **INTERSCHOLASTIC ATHLETICS**

Students in grades 6, 7, and 8 may try out for membership on various interscholastic teams. Announcements for tryouts will be made in school prior to the tryout date, as well as on the school website and through our weekly emails to parents/guardians. In order for any student to participate on a WMS sports team, they must have the following three pieces of information completed/submitted at least the day BEFORE their tryout/practice: online

# ***PARENT/STUDENT HANDBOOK 2022-2023***

registration, current medical physical exam, and a signed and notarized "Assumption of Risk" form; which is only required to be submitted once during the students participation on a WMS sports team. These sports teams compete with other schools in seasonal athletic schedules.

Interscholastic Sports include:

- Cross Country (Coed)- Fall
- Boys Soccer- Fall
- Girls Soccer- Fall
- Wrestling (Coed)- Winter
- Boys Basketball- Winter
- Girls Basketball- Winter
- Track (Coed)- Spring
- Baseball- Spring
- Softball- Spring

Students are expected to follow the policy and rules outlined in the Athletic Handbook issued by the Athletic Director while participating in an interscholastic sports program. You can find a copy of this handbook here: [Student Athletic Handbook for Interscholastic Athletics](#)

## **INTRAMURAL SPORTS**

The goal of the intramural program is to provide as many different athletic experiences as possible to any student who wishes to participate. Emphasis is placed on participation with a reasonable amount of competition to provide a good and healthy experience for middle school students. This program is conducted after school on announced days. Parents are reminded to pick up their children from all activities in a timely manner.

# *PARENT/STUDENT HANDBOOK 2022-2023*

## **SUPPORT SERVICES**

### **GUIDANCE PROGRAM**

The Wickford Middle School guidance staff consists of one full time and one part time counselor, who are available for students daily. Do not hesitate to contact the counselor regarding the guidance program or concerns you may have regarding your child's academic, career, and social/emotional needs.

#### **Our Guidance Department**

Grade 6 & 7: Mrs. Lori Logiodice - [lori\\_logiodice@nksd.net](mailto:lori_logiodice@nksd.net)

Grade 8: Ms Kelsey Dugan - [kelsey\\_dugan@nksd.net](mailto:kelsey_dugan@nksd.net)

### **STUDENT ASSISTANCE PROGRAM**

The Wickford Middle School student assistance program consists of one part-time licensed counselor. Mrs. McGehearty is available for students on Tuesdays and Wednesdays. Mrs. McGehearty assists students and families with issues surrounding substance abuse information, prevention, intervention and referral services. Stephanie McGehearty LICSW, CSAC can be reached at [Stephanie\\_McGehearty@nksd.net](mailto:Stephanie_McGehearty@nksd.net) or at 401-268-6450.

## **STANDARDS OF BEHAVIOR & CONDUCT**

### **BUSES**

Students misbehaving on the bus or at the bus stop may temporarily lose bus privileges. Repeated misbehavior may mean permanent suspension of bus privileges. Parents of students damaging school buses will be responsible for reimbursement to the school department.

### **CHEATING**

Cheating is considered a serious matter and will result in the following disciplinary actions:

Plagiarism is when an individual uses another person's ideas or words without giving

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

proper credit. It is academic theft and a form of cheating. Students who plagiarize will suffer the same consequences.

**See the District's Middle School Grading Policy NSBA#IKA.1 for additional information.**

## **DETENTION**

Students may be issued detention for violation of school rules. Teachers and administrators may issue an office or lunch detention. Office detention is served after school. Lunch detention requires students to eat lunch as directed by the teacher or administrator. A discipline referral slip will be issued to the student for detention. Detention takes place from 2:30 p.m. – 3:30 p.m. . Transportation from school to home is the responsibility of the parents. Students who fail to attend an assigned detention without the approval of an administrator will be subject to further disciplinary actions.

## **DISCIPLINARY ACTION**

Any student removed from a class or other activity for misconduct will be sent to the main office. Students are subject to the following:

- **First Referral:** Student will be required to have a conference with an administrator prior to being readmitted to class.
- **Second Referral:** Student will be required to have a conference with an administrator and classroom teacher prior to being readmitted to class. Parents will be contacted by the teacher concerning the student's behavior.
- **Third Referral:** Student will be subject to serious disciplinary action. An administrator requiring a conference prior to the student being readmitted to class will inform parents in writing and/or through a telephone call.
- **Fourth and Subsequent Referrals:** Penalties will be determined according to the merits of each case.

## **DISCIPLINARY PROBATION**

An administrator may place habitual offenders of school rules on disciplinary probation. Any student who is on disciplinary probation may not attend or participate in special school events and activities such as:

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

- non-academic assembly programs, i.e., primarily social rather than educational
- dances
- intramurals
- extra-curricular activities
- interscholastic teams

## **DRESS CODE**

- Clothing and personal grooming should reflect standards of modesty, cleanliness, good taste, and safety.
- Clothes should be clean and free of objectionable words or pictures. Profanity and any offensive comments or statements are prohibited.
- Hats, hoods and other headgear and outdoor coats and jackets may not be worn in the building. Hats and outerwear are to be kept in lockers. Students should keep a sweater or sweatshirt in their locker in case they feel cold.
- Earbuds and/or headphones are NOT allowed in school. They must be kept in lockers at all times.
- Clothing may not advertise or promote the use of controlled substances or weapons.
- Chains of any length or thickness or other hardware are inappropriate and not permitted. This includes wallet keepers.
- Halter tops, tube tops, spaghetti straps, and halter dresses are not acceptable. Bare midriffs are not appropriate for either gender. Skirts, shorts, and dresses are to be at mid-thigh or longer.
- Under-garments must be covered by clothing at all times.
- Any type of footwear determined to be hazardous or destructive to floors is unacceptable.
- School dress applies to dances and all other school-related activities.

**Violations will be subject to parental contact/conferences and disciplinary action.**

# ***PARENT/STUDENT HANDBOOK 2022-2023***

## **DRUGS/ALCOHOL/SMOKING**

The use, sale, possession, or transfer of alcohol or illegal drugs is strictly prohibited. The following policy will be followed in cases of suspected substance abuse:

If it is determined by the school administrative staff, in the exercise of their best judgment, that the student is under the influence of drugs or alcohol, the parents and the North Kingstown Police Department will be notified. Disciplinary action may be taken.

WMS is a SMOKE FREE ZONE – This applies to everyone on school property.

RI state law prohibits smoking on school premises; therefore, smoking or possession of tobacco products is strictly prohibited on school property and school buses at all times. This includes e-cigarettes, vape pens, etc. Students judged to have been smoking or in possession of tobacco products are subject to suspension.

If a student is found in violation of any of the above-mentioned, the student will be required to have three (3) mandatory meetings with our School Student Assistance Counselor.

## **FIGHTING**

Fighting is strictly prohibited on school property, school buses, and bus stops. Fighting violates the safety rights of all students.

Any student who fights or fails to avoid a fight will be suspended. The number of suspension days will be determined by the administration.

If a student is having a problem with another student(s), he or she should inform a teacher, guidance counselor, or administrator.

Students who initiate or arrange fights on school grounds, even though actual fights occur after school hours or off school property, are still subject to suspension.

## **GUM**

Gum chewing, candy, toothpicks etc. are prohibited in all parts of the school building. It creates a maintenance problem through careless disposal and can be disruptive to teaching and learning. Repeat offenders will be subject to detention and parental contact.

# *PARENT/STUDENT HANDBOOK 2022-2023*

## **SUSPENSIONS**

The administration has the authority to suspend a student from school for cause.

A student may be suspended in school (ISS) or out of school (OSS). Suspended students lose all privileges, e.g. attending school dances, sporting events, field trips, etc. for the duration of the suspension period.

In School Suspension (ISS) is designed to help a student realize that he/she has made a poor behavioral decision. Students are assigned to ISS for violation of a school rule. ISS isolates a student for a day. When a student is suspended out of school (OSS), the parents/guardians will be notified by phone. Suspended students are not allowed on school grounds for any reason. Missed work is expected to be completed. Parents/guardians will be informed if a conference is necessary to re-admit a suspended student to school.

Administrators have discretion in suspending students. Students who have committed offenses including, but not limited to the following may be suspended:

- Fighting;
- Profanity, obscene language, possession of obscene materials, ethnic or racial insults/slurs;
- Threats;
- Possession or use of intoxicating liquors, narcotics, cigarettes, Vape Pens, other hallucinogenic drugs or substances;
- Weapons;
- Damaging school property;
- Impairing the health, safety, or welfare of teachers, pupils, or others;
- Willful disobedience to administrators or teachers;
- Initiating or involvement in the initiation of bomb threats or false alarms, etc.;

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

- Disrespect to any staff member;
- Unauthorized or inappropriate access to websites or files on the school's computers.

Suspension from other school activities may be for the remainder of the grading period and may be extended upon review for an additional grading period. When a student is suspended, all school work must be turned in on the day the student returns to school.

All suspensions are made in conformance with the decisions of the United States Supreme Court, which provide for procedural due process.

## **GENERAL INFORMATION**

### **EARLY CLOSING**

Procedures/Parent Advisories

### **WHEN SCHOOL IS IN SESSION**

1. Announcements concerning a NO SCHOOL DAY or a DELAYED OPENING will begin at approximately 6:00 AM of that day on the following radio and television stations. In addition, district communication includes email, phone calls, and text messaging.

|                             |                        |                  |
|-----------------------------|------------------------|------------------|
| WPRO (63 AM; 92.3 FM)       | LITE ROCK 105 (105 FM) | Channel 6 (ABC6) |
| WHJJ/WHJY (920 AM; 94.1 FM) | Channel 10 (NBC10)     | WSNE (93.3 FM)   |
| Channel 12 (CBS12)          | B101 (101.5 FM)        | Fox 64           |

2. When an EARLY CLOSING is necessary, district communication will be made radio as early as possible prior to the closing of schools. In the event of an "EARLY CLOSING", high school students will be sent home first.

Families should make a contingency plan for days such as these. The development of contingency plans is extremely important to guarantee that children will not be left unattended.

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During any weather-related emergency, parents who call the school will be encouraged to stay tuned to their radio or television using the stations above for up-to-the-minute bulletins concerning school closings or the cancellation of after-school activities. Similarly, parents should be discouraged from continuing to call the School Department during emergencies as the phone lines must be kept available for placing and receiving emergency-related business calls.

# ***PARENT/STUDENT HANDBOOK 2022-2023***

## **HANDICAPPED ACCESS**

- Handicapped access is available directly to the gymnasium and cafeteria only.
- All floors are accessible via elevator from the gym lobby; however, a key is required to operate the elevator.
- The first floor is accessible from the handicapped access ramp south of the cafeteria by using one of the two chairlifts. Trained personnel, such as our custodians, must operate these key-controlled chair lifts.
- There are handicapped parking spaces and ramps in the rear of the building.
- For security purposes, the school is locked during the school day. Visitors who need to use the elevator or chairlift are encouraged to call ahead. An elevator key will be issued after the visitor logs in at the office and receives an identification badge, a requirement for all visitors.
- Students who are permanently or temporarily handicapped are issued an elevator key. A \$10 deposit is required.

## **RELIGIOUS HOLIDAYS**

Although our school calendar is based around Christian holidays, we recognize the importance of religious events in scheduling extracurricular activities. The following general guidelines are also in effect:

- To the extent practical, no new work, testing, or any unique event will be scheduled for the evening prior and the day of observance.

All other religious observances or criteria specifically requested will be respected and applied individually.

## NORTH KINGSTOWN SCHOOL POLICIES

### **ACCEPTABLE USE POLICY**

Internet access is available to the students of North Kingstown for educational purposes such as research for class assignments and career development. Network access is available to students for project development and sharing, communications and file storage. These resources are made available to all students through classrooms, media centers and computer labs. Students should not be directed to unsupervised areas that have Internet access. Everyone using the North Kingstown School computers and computer network will be held responsible for his or her actions.

Any activity which may be intentionally disruptive to normal operation of the North Kingstown network, the Internet, computers, or the instructional process, will be considered unacceptable. Unacceptable use of computers, the network/Internet, or other educational technology may result in the suspension or revoking of the privilege of using the computers and/or the network, and disciplinary and/or legal action may be taken. Some examples of unacceptable use include, but are not limited to:

Develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer system (viruses).

Crash or attempt to crash the network and/or connected systems.

Steal data and/or equipment and/or software.

Use the network for illegal activity, including the violation of copyright or other contracts.

Access or transmit information that is inappropriate or offensive.

Users are entitled to a reasonable expectation of privacy for their files and email. It is inappropriate and possibly dangerous to reveal one's own or anyone else's personal address, phone number, password or confidential information including credit card numbers, bank account numbers or other financial information. No user may have access to another's private files. The system administrator will access the private files of users only to purge them or to investigate a suspected or proven violation of school rules. A user



# ***PARENT/STUDENT HANDBOOK 2022-2023***

whose privileges have been terminated may not be able to remove personal files.

Possession of any data in any form, which might be considered a violation of the North Kingstown School Department

Acceptable Use Policy, may result in the termination of privileges and may result in disciplinary and/or legal action.

## **STUDENT ATTENDANCE POLICY**

In recognition of the importance of regular attendance to attain maximum benefit from the educational process and the necessity for the development of good attendance habits, each student enrolled in a North Kingstown School shall be required to be in attendance at that school during all hours of each established school day.

Authorized absences shall be for the causes allowed under the General Laws of Rhode Island dealing with compulsory attendance: personal illness, bereavement, and religious holidays. A student may be excused for other reasons with approval of the school administration; however, other absences which are not educational in nature are not encouraged.

Excessive absences may result in loss of course credit and/or opportunity for promotion. Unauthorized student absences will result in disciplinary action.

Each building shall have regulations which shall be approved by the School Committee. These regulations shall be consistent with provisions of the General Laws of Rhode Island and shall be appropriate for the academic and/or age level of the student.

## **DISCRIMINATION**

It is the policy of the North Kingstown School Department and Wickford Middle School not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its educational programs, services, activities, or employment practices as required by the General Laws of Rhode Island, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973.

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# *PARENT/STUDENT HANDBOOK 2022-2023*

## **HOMEWORK**

### **PURPOSE:**

The purpose of this directive is to set forth administrative guidelines and general expectations in regard to the fulfillment of the School Committee's intent in stipulating that the assignment of homework becomes, and is maintained as, an integral and important component of a student's education and preparation for life.

### **DIRECTIVE EXPECTATIONS:**

To insure the maintenance of a proper perspective in the fulfillment of the policy, the following guidelines are set forth:

1. Homework may include reading and study assignments in a given subject, written and oral practices and review, and preparation for upcoming class work. Homework may also include extended or long-term projects requiring significant amounts of time. These projects are intended to be carried out incrementally over time rather than in a single evening and should be planned for accordingly. Such long-term assignments should be given in writing with time and requirement specification and shall be accompanied by guidance to students on the importance of time management.
2. The requirements of the curriculum, individual student differences, and teacher judgment are all factors affecting the amount of homework assigned to students. Homework assignments should increase gradually in difficulty and frequency throughout the grade.
3. The following general parameters are designed to provide district-wide coordination of the average amount of homework time expected of students from one grade level to the next, among the schools within the district, and from classroom to classroom at the secondary level. Specific reference to an allocation of time should be interpreted to mean "not to exceed" that collective amount of time for all homework assigned for the time period in reference.
  - a. Kindergarten: Parents are encouraged to review the child's day with him/her, using the papers brought home as a starting point. Children will also benefit from reading and playing numbers games regularly outside of the classroom. Materials for these purposes may be sent home occasionally.

# ***PARENT/STUDENT HANDBOOK 2022-2023***

- b. Grades 1, 2 and 3: 10 to 35 minutes per night
  - c. Grades 4 and 5: 45 to 50 minutes per night
  - d. Grades 6, 7 and 8: 1 to 1 ½ hours per night
  - e. Grades 9-12: 1 ½ hour to 2 ½ hours per night
4. At the elementary level (Grades K-5), homework should not be assigned on Fridays or before holidays and school vacations.
5. Each individual school must establish specific written guidelines for completion and return of homework and should reference:
- a. its impact on a student's grade
  - b. consequences for failure to complete
  - c. amount of parental involvement
  - d. Teachers shall distribute these guidelines to parents and students.
6. All students need to be aware of the importance of reading on a daily basis whether or not reading is specifically assigned as homework.
7. Appropriate accommodations per IDEA or 504 plans will be made.

## **REHABILITATION ACT**

The North Kingstown School District 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. The North Kingstown School District does not discriminate on the basis of disability in its hiring or employment procedures.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance Coordinators:

|                             |                            |
|-----------------------------|----------------------------|
| ADA                         | 504                        |
| Director of Human Resources | Director of Pupil Services |

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

|  |                                |
|--|--------------------------------|
| 100 Romano Vineyard Way, North Kingstown | 50 East Ct, North Kingstown    |
| (401) 268-4441                           | (401) 268-6451                 |
| Monday-Friday, 8 a.m. - 4 p.m.           | Monday-Friday, 8 a.m. - 4 p.m. |

## **SPECIAL EDUCATION LOCAL ADVISORY COMMITTEE**

The North Kingstown Special Education Local Advisory Committee is open to parents of students receiving special education services, teachers, administrators and other concerned individuals.

State and federal regulations require that a majority of the committee members are parents. The committee meets quarterly to share information on special educational issues and concerns.

If your child is newly referred to special education or you have questions regarding the special education program, the committee is available to offer assistance and support.

If you are a parent of a child receiving special education services in North Kingstown, your participation is needed and welcome.

Meeting announcements are noted in local newspapers and can be obtained at the Pupil Personnel Services Office, 268-6450.

## **STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE**

Students have the responsibility to respect the rights of all persons involved in the learning process. Students also ought to exercise the highest degree of self-discipline in observing and adhering to rules and regulations. No student has a right to interfere with the education of fellow students. In order to fulfill these democratic ideals, a student must have respect for parents, teachers, fellow students and other adults. Most importantly, the student must have respect for self; believe in self and individual worth. Students shall be punctual and regular in attendance, health permitting; shall observe basic standards of cleanliness, modesty and good grooming; shall know and follow school rules, and shall maintain grades commensurate with their mental and scholastic abilities.

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# *PARENT/STUDENT HANDBOOK 2022-2023*

## **NORTH KINGSTOWN SCHOOL COMMITTEE**

For a list of the current School Committee members' names, addresses, phone numbers and email addresses please go to:

<http://www2.nksd.net/education/dept/dept.php?sectionid=668>

## **NKSD MISSION STATEMENT**

Since education plays a vital role in the present and future success of all students, every school must provide for the maximum intellectual, social, aesthetic, moral, vocational, and physical development of each student towards challenging the student to achieve excellence.

We believe that all students:

- are capable of learning and becoming self-directed learners.
- have a desire to learn.
- learn within a social context which includes the family, school and community.

We believe that student learning is enhanced when the following conditions exist in schools:

- parents are active participants in their child's learning and equal partners with the school in making educational decisions.
- there is a safe and orderly learning environment.
- there is a climate of high expectations.
- there is a respect for the uniqueness and diversity of the students.
- instruction includes multiple strategies to accommodate different learning styles.
- instruction includes opportunities for students to work independently and in groups.
- opportunities are provided for all students to reach their maximum potential.
- opportunities are provided to help students cope with emerging challenges in an increasingly changing technological world.
- interactions among all members of the school community are professional, cooperative and productive.

We believe that schools should ensure that all students will be able to demonstrate wide-ranging and fundamental knowledge, understanding, skills and attitudes to:

- function as self-sufficient and productive members of society.
- function individually and collaboratively as informed decision makers and life-long learners.
- actively participate in and contribute to the well-being of the family, community, and society.
- appreciate and respect the interdependence and diversity of people, ideas, and the environment.
- lead a balanced, healthy life by participating in diverse intellectual, physical, and

# *PARENT/STUDENT HANDBOOK 2022-2023*

aesthetic activities.

- act with the self-confidence which reflects a positive self-image.
- pursue individual intellectual development passionately.

## **SAFE SCHOOL ACT STATEWIDE BULLYING POLICY**

NORTH KINGSTOWN SCHOOL DISTRICT POLICY MANUAL

NSBA # JBA 2

### **INTRODUCTION**

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

Nothing in this policy prohibits the North Kingstown School Department from complying with federal anti-discrimination laws.

### **TABLE OF CONTENTS**

Section #

Definitions

School Climate

Policy Oversight and Responsibility

Information Dissemination

Reporting

Investigation/Response

Disciplinary Action

*The North Kingstown School Department does not discriminate on the basis of age, sex, race, religion, national origin, color or handicap in accordance with applicable laws and regulations.*

# *PARENT/STUDENT HANDBOOK 2022-2023*

Social Services/Counseling  
Social Networking  
Other Redress  
Adoption of Policy

## **DEFINITIONS**

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

Causes physical or emotional harm to the student or damage to the student's property;  
Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;

Creates an intimidating, threatening, hostile, or abusive educational environment for the student;

Infringes on the rights of the student to participate in school activities; or

Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

If the expression, physical act or gesture includes an incident or incidents that may be reasonably perceived as being motivated by characteristics or harassment based on race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability then the matter should be investigated under the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.

Behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

The creation of a web page or blog in which the creator assumes the identity of another person;

The knowing impersonation of another person as the author of posted content or messages; or

The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

On school premises,

At any school-sponsored activity or event whether or not it is held on school premises,

On a school-transportation vehicle,

At an official school bus stop,

Using property or equipment provided by the school, or

Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

## **SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

## **POLICY OVERSIGHT and RESPONSIBILITY**

The school principal, director, or head of school shall be responsible for the

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

implementation and oversight of this bullying policy.

The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

## **INFORMATION DISSEMINATION**

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- \* Distributed annually to students, staff, volunteers, and parents/legal guardians
- \* Included in student codes of conduct, disciplinary policies, and student handbooks
- \* A prominently posted link on the homepage of the school /district website

## **REPORTING**

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents/Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident

# ***PARENT/STUDENT HANDBOOK 2022-2023***

report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the Principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

**Reports in Good Faith:** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## **INVESTIGATION/RESPONSE**

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection:** If a student is the victim of serious or persistent bullying:

The school Principal, director or head of school will intervene immediately to provide the student with a safe educational environment.

The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.

The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## **DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

Admonitions and warnings

Parental/ Guardian notification and meetings

Detention

In-school suspension

Loss of school-provided transportation or loss of student parking pass

Loss of the opportunity to participate in extracurricular activities

Loss of the opportunity to participate in school social activities

Loss of the opportunity to participate in graduation exercises or middle school promotional activities

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# ***PARENT/STUDENT HANDBOOK 2022-2023***

Police contact

School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

## **SOCIAL SERVICES/COUNSELING**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## **SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

## **OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

## **ADOPTION OF POLICY**

The North Kingstown School Committee hereby adopts this policy, in its entirety effective immediately.

First Read: 6-12-2012

Second Read: 6-26-2012 Adopted: 6-26-2012 Amended: 8-27-2013

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