

Davisville Middle School

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2021-22 Student Handbook



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North Kingstown, RI 02852**

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Be the Best You Can Be!

MISSION STATEMENT

Davisville Middle School is committed to providing our students with pathways for academic and personal success through challenging and diverse educational opportunities.

PROGRAM ORGANIZATION

Davisville Middle School is made up of six teams which spell out the name of our team mascot, DRAGON. Eighth grade Teams are D and R, seventh grade is made up of Teams A and G, and sixth grade has Teams O and N. The students share the same academic teachers on their team.

We follow a two-day rotation schedule, *Day 1 and Day 2*. We also rotate morning classes and afternoon classes each day. All students have four academic subjects: ELA, mathematics, science, and social studies.

Special area classes are scheduled every other day. Not all students will participate in every special area class.

Full year Special Area courses: Physical Education/Health, Chorus, Strings, and Band - Students who elect to take Strings, Chorus, and/or Band have made a commitment *every other day* for the entire school year. Some students in grade 8 may take Spanish *daily* for the entire year.

Semester Special Area courses: Art, Computers, Music, Robotics, Wood Technology, Language Exploration, Media, and Reading Support.

PLT Block: Every student will have a PLT class every day prior to lunch. During this time students will be expected to read, or will be engaged in , academic or organizational supports.

Support Staff: The guidance office is open during the regular school day. A student may go to the counselor only after receiving teacher permission. When the school counselor is not available, the student may fill out a request slip and the counselor will arrange a meeting. The school social worker, school psychologist, behavioral specialist, and student assistance counselor are also available to students at various times during the week.

ASPEN, Progress Reports and Report Cards: In middle school we grade students from 0-100%. Report cards and Progress Reports are posted every quarter on ASPEN. You and your parents can access your progress reports and report card through ASPEN on the dates specified on the school calendar. If your parent wants a paper copy of your report card, you or your parent/guardian can email your guidance counselor to ask for one.

Homework - The amount of homework will vary from teacher to teacher. However, you should expect homework in most subjects on a regular basis. The time below should include reviewing your notes from your classes during the school day.

- **Grade 6:** an average of 45 to 60 minutes/five days per week
- **Grade 7:** an average of 60 to 75 minutes/five days per week
- **Grade 8:** an average of 75 to 90 minutes/five days per week

Chromebooks/Textbooks: Chromebooks and textbooks are the property of the North Kingstown School Department and are loaned to students. They become the student's personal responsibility. Students will be charged for any damage or loss that occurs while in their use. Therefore, it is to a student's advantage to use book covers, purchase a Chromebook case or textbook cover, and write their names in the book or label the device. Notify your teacher immediately when a book or device is lost or damaged.

Students are issued textbooks and all books are identified by the book's number, the student's name, and the condition of the book at the time it is issued. The student or teacher signs the cover of the book, indicating the condition when issued. ALL BOOKS are to be cared for properly and MUST BE COVERED. 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.

Students must have a charged Chromebook each day they attend school. Loaner Chromebooks are only available for students whose Chromebooks are being serviced by the IT department. If students are eligible to receive a loaner Chromebook, they may only borrow Chromebooks before morning announcements and must return them before the end of the school day.

SPECIAL PROGRAMS AND AWARDS

Honors Program

High Honors Criteria: Students must earn a cumulative average of 90 or above with no failures each quarter.

Honors Criteria: Students must earn a cumulative average of 85 or above with no failures each quarter.

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.

Effort Roll: A student must receive all passing grades in addition to "E1" or "E2" in all classes in the effort category on the report card. Students must receive a C3 or better in all subjects for conduct. Students who achieve High Honors or Honors status will not receive additional recognition on Effort Roll.

DMS Honor Society: Students must have an overall average of 90% or higher *by the end of the third quarter*. See how to calculate your average for Honor Society below. Students must also provide proof of 10 hours of community service and adult recommendations substantiating their Leadership, Character, and Citizenship within and outside of school. Criteria to be eligible for Honor Society is explained in a separate handout on the DMS website. This will provide you with an in-depth explanation about the criteria and student signature forms. **All documentation must be submitted by Friday, May 27, 2022.**

Be the Best You Can Be Award: Each quarter Team teachers nominate students by a teacher/team for academic improvement or effort or demonstrating outstanding behavior. Students receive a complimentary lunch with the principal at the Be the Best You Can Be Award celebration.

Recognition for Outstanding Attendance: Students will be recognized quarterly for minimal to no absences.

Recognition for Exemplary Behavior: Students who stand out to their teachers as students who model the behavior as outlined in the rubric below will be recognized quarterly.

Eighth Grade Promotion Exercise and End-of-Year Activities: Eighth graders who have met the minimum requirements for the school year (failing no more than two academic subjects for the year) are invited to attend the eighth grade promotion exercise at the end of the school year. Students who are not eligible may not attend end-of-year activities or the ceremony. All end-of-year activities (beach trip, BBQ, and dance) are contingent upon students' behavioral and financial (i.e. owes books, returns Chromebook, PE locks) status by the end of final exams.

STUDENT SERVICES

Late Buses

Late buses are provided for students who attend after school programs. Students attending these programs will sign into the activity and be issued a late bus pass. **STUDENTS LEAVING SCHOOL GROUNDS MAY NOT RIDE THE LATE BUS.** Late buses are available on Tuesdays and Thursdays. Students who stay after school on Mondays, Wednesdays, or Fridays must arrange their own transportation home.

Interscholastic Sports

DMS is part of RIPCOA, the middle school interscholastic sports league. Information for registration/tryouts is always included in the parent newsletters and announcements are made on the PA system in the morning. Online registration, a **current physical** (within 15 months of the tryout date) and a **notarized Assumption of Risk form** must be on file with the school **prior to tryouts**. The criteria below is used to determine interscholastic sports eligibility for North Kingstown students:

- Students passing all classes may try out and play a sport.
- Students failing one class are also eligible to try out and play a sport.
- Students failing two or more classes are **not eligible to try out for a sport**. For instance, if a child has failed three classes on their first quarter report card, s/he cannot try out for the basketball team. However, at progress report time (designated by the principal or designee) if the students has one or no failing grades, s/he can try out for a team at that point in the season.
- If a student is placed on academic probation during the season, they will not be able to practice or play on the team until the next progress report. If the student is passing all but one of his or her classes at that time, the student will be able to participate on the team again.

Dances

- Dances are sponsored by the DMS PTO.
- Dances are held three to four times a year from 7-8:30 pm. **You must have a ride home at 8:30 pm.**
- The cost of a dance ticket is \$5. Students may not buy tickets for anyone but themselves.
- Students who want to attend the dance **cannot be on Academic Probation.**
- Any student who receives **two discipline referrals the month of the dance** cannot attend the dance.
- Only DMS students can attend the dance.
- All tickets are sold during lunches the week of the dance. **Tickets are not sold at the door.** If a student forgot money to purchase a ticket, the student needs to see an administrator to secure a ticket and pay later.
- If a student will be late to the dance due to a prior commitment, the student will inform the parent selling dance tickets and it will be indicated in our records. A parent must walk any student late (past 7:30 pm) to the door of the gymnasium.
- School rules apply at school dances, including behavior, dress code and cell phone use.
- Students who are unsafe or noncompliant at the dance will be sent home and ineligible to attend the next dance.

Lost and Found: Clothing, books, bags, and water bottles are placed in the cafeteria. Money, glasses, jewelry, and electronics are placed in the office. Please check these areas before speaking to a teacher or administrator. Articles unclaimed after a reasonable amount of time will be donated to charitable organizations.

RULES AND REGULATIONS

We have clear rules for the behavior we expect in all areas of our school. By detailing every expected behavior and teaching them to the students we provide a common language for everyone in our building.

	ALL	HALLWAY	CAFETERIA	BATHROOM	CLASSROOM
BE RESPECTFUL	-use kind words -say please and thank you -look and listen -take care of school property -show gratitude	-use quiet voices -use appropriate language -share locker space	-handle your own food only -all students are welcome at any table -talk quietly with the people around you	-practice privacy -wash your hands thoroughly with soap	-be actively engaged -raise hand to answer/talk
BE RESPONSIBLE	-keep areas clean -lend a helping hand -pick up litter and other items	-walk quietly -pick up litter and other items -use passes	-make healthy food choices -clear your place (table and floor) -pick up trash around the table even if it is not your own	-flush toilet - throw away paper towels -wipe excess water from sink -report when supplies are low/gone	-do your own work -use materials properly
BE SAFE	-keep hands, feet and objects to yourself -walk	-stay to the right -keep an appropriate distance -single file on stairs	-notify adults of any spills -wait your turn while in line - have control of your body - watch proximity to other people	-wash hands -put trash in trash cans - report any plumbing issues (water on floor)	-sit properly -ask permission (to leave, move around, etc...)
BE READY TO LEARN	-be the best you can be -bring materials -be willing to listen and respect different thoughts/opinions	-arrive at destination promptly, prepared and ready to learn	-Refuel for success throughout the day - Stay hydrated	-promptly return to class ready to learn	-study, -learn new skills -ask thoughtful questions -academically challenge yourself

Attendance: A student will be excused in case of illness, with medical documentation, a death in the family, or a religious holiday. *Students may not attend after school or evening functions if they were absent during the school day.*

Unexcused Absence: Students who do not have an excused absence must be in school. Truancy is a serious violation of school attendance laws. *A student who is absent without medical documentation for more than 10% of the school year will be referred to Truancy Court.*

Tardiness: Students must be sitting in their first period class at 8:10am or they are considered tardy. Students who are tardy must come to the office for a late slip.

- The ONLY excused tardies are students with written notes indicating a medical/mental health appointment or mandated appointment by an agency/institution.

- If a student receives five unexcused tardies he/she will receive office detention. After a student is assigned the first detention for a total of five tardies, students that continue to be tardy will receive detention ***every time they arrive late to school for the remainder of the school year.***

Emergency Closings - The Superintendent may decide to close schools and proceed with a Distance Learning Day due to inclement weather or another type of emergency. If this occurs you will receive an automated phone call from the school department. You can also check local news stations for updates regarding school closings. **KNOW WHERE TO GO WHEN YOUR PARENT/GUARDIAN IS NOT HOME.**

Early Dismissal: If you have an early dismissal you must bring a written note from your parent/guardian to the office. You will receive an early dismissal pass with the time you are scheduled to report to the office. Show your teacher the pass and you will be able to leave. Only adults listed in ASPEN as your emergency contact are able to pick you up from school. ***Remember to ask for the work you will miss in class. You are still expected to complete the work missed.***

Make-Up Policy: Teachers are required to provide an opportunity for students to complete work missed as a result of legitimate absences. Missed work shall include class assignments, quizzes, tests, etc. Long-term projects are excluded from this policy and are due on the original due date.

- The student is ultimately responsible to make arrangements for missing work. Students should find a responsible choice of a homework buddy. If your child is absent for one or two days, then homework may be obtained by calling the homework buddy. Teachers require a 24-hour notice for homework requested.
- Missed work must be completed within a period of time as established by the teacher. The minimum amount of time given must be twice the number of school days of a legitimate absence.
- Students who skip class, are truant from school, or are suspended from school are expected to complete any missed work. Assignments are due the day students return to class.
- If a student is going to be absent for an extended period of time, the parent must send in a note to notify the principal, team teachers, and clinic. Teachers reserve the right to provide the work upon the student's return to school. However, students are encouraged to meet with teachers in advance to create a work plan. Students must complete missed work when they return.
- Any student who fails to meet the deadline will forfeit his/her right to make up the work not completed.

Opening of School Day: DMS doors open at 7:55am. Students arriving by bus will enter the school through the gym doors, back hall door or the cafeteria doors. Walkers and parent drop offs will enter the school through the front doors or through the door by McGinn Park. At 7:55am students report to their lockers and then proceed directly to their A Block class. Students who need to see a teacher prior to 7:55am need to *make arrangements with the teacher ahead of time and/or check in at the main office before reporting to the teacher's classroom.*

Students may not enter the school building before 7:45 am unless they are scheduled to meet with their teacher.

Dismissal: Students will be dismissed by the office announcements at the end of the school day. All students are to leave by exiting through the same door they entered through in the morning..

Clinic/Medical Concerns

- The school nurse is available to students who are not feeling well during the school day.

- *The school nurse makes the decision* whether a student goes back to class, stays in the clinic, or calls a parent to send a student home.

-All medical plans are created and handled by the school nurse. She will either work with you and/or contact your parent/guardian and make the appropriate arrangements.

-The use of medicine during school hours is allowed only if permission is given by a doctor or, for Tylenol or ibuprofen, permission from your parent or guardian.

-You may not bring any medicine to school. Only a parent can bring in medication to the school. Medication must come to school in the original bottle that was received at the pharmacy.

Child Abuse: Any staff member in an educational institution who hears about possible child abuse is legally bound to report it to the Department Of Children and Youth Services (DCYF) as outline in RIGL Chapter 40-11.

Hall Passes: Students are required to sign out and back in when they leave a classroom. Students must have a teacher/hall pass if they leave the classroom during a non-passing time.

Physical Education: All students are expected to participate in physical education class.

What to Wear: Sneakers, socks and a PE outfit are a must! No jewelry is allowed for safety reasons. If jewelry cannot be removed, then the student must cover it with tape.

Lock and Locker: All students are issued a physical education locker and combination lock. Students are responsible for the combination lock for the entire school year. Lost and/or stolen locks must be replaced at the student's expense. **Remember to lock up your possessions!** Any valuables that cannot fit in a PE locker should be given to their PE teachers for safe keeping.

School Buses: The expected behavior on the bus is identical to that of the classroom. A student will be permitted to ride only so long as his or her conduct is favorable. Listed below are the rules which each student riding a bus is required to follow.

DO

1. Arrive at the bus stop ten minutes before the normal bus pick-up time.
2. Enter and leave the bus only when the door is fully open and never when the bus is in motion.
3. Take your seat promptly upon entering the bus and remain in it until you arrive at your destination.
4. Keep your lunch boxes, books, athletic equipment, backpacks, and musical instruments out of the aisle.
5. Avoid loud, boisterous talk and other noises or actions that might distract the driver.
6. Assist in keeping the bus clean by keeping your trash off the floor.
7. Conduct yourself on the bus as you would in school; the bus is an extension of the school day.
8. Leave the bus quickly and in an orderly manner.
9. Cross the road at least 10 feet in front of the school bus.
10. Be respectful to your bus driver and monitor.

DO NOT

1. Stand or play in the roadway while waiting for the bus.
2. Push or shove upon entering or leaving the bus.
3. Project your hands, arms, or other parts of your body from the bus.
4. Throw anything out of the windows.
5. Eat or drink on the bus.
6. Enter into conversation with the bus driver while the bus is in motion, except to report an emergency.
7. Smoke or light matches on the bus or at the bus stop.
8. Bring any animal on the bus, except for a muzzled "seeing eye" dog.
9. Bring anything on the bus that could cause injury to another, such as sticks, breakable containers, or firearms.
10. Cross the road until given consent of the bus driver or monitor.
11. Bring younger children from home on the bus.

Students are not allowed to take any bus except their own.

Bicycles and Skateboards: Bicycles must be parked in the bike racks and locked during the school day. Remember to wear a helmet! **Skateboards may not be brought inside the school building.**

Media Center/Library

- The Media Center (Library) is open to students during all three lunches each day. Students may go to the media center with permission from a staff member in the cafeteria after they finish eating their lunch.
- There may be times that a teacher gives a student a pass to go to the media center when class is not in session.

- Students are allowed to borrow up to four books at a time. *During the time a book is out, it is the student's responsibility.* Should the student let the book out of his/her possession or allow the book to incur damage, the student remains financially liable for the book.
- Books and magazines circulate for three weeks. If, at the end of the time the student still needs the item, it may be renewed unless there are pending holds on it. It is necessary to bring the book or magazine to the library in order to renew it.
- It is the responsibility of the student to regularly read email notices from the library.
- Students with any overdue items or damaged items that haven't been paid for will lose borrowing privileges until the overdue/damage issue has been resolved. Students who repeatedly have overdue books or damaged items may lose library privileges.

Academic Dishonesty

As per the district middle school grading policy: NSBA # IKA.1

Formative Items: At the discretion of the administrator after consultation with the teacher, a parent will be notified and the student will receive Detention or In-School Suspension and must complete the original work to proficiency at that session(s) for no credit.

Summative Items: At the discretion of the administrator after consultation with the teacher, a parent will be notified and the student will receive Detention or In-School Suspension and must complete the original work to proficiency at that session(s) for 40% credit.

- Using another person's computer work through an exchange of files or codes is considered academic dishonesty.
- Any student who aids others in cheating will be subject to disciplinary action.

Placement on Academic Probation - Davisville Middle School encourages scholarship. Students who fail to meet school and state standards are subject to Academic Probation. Any student who receives a grade of "F" (64% or below) in two (2) or more subject areas is automatically placed on academic probation. A student's report card serves as notification of this probation.

Consequences of Academic Probation: - Any student who is on academic probation may not attend or participate in special school events and activities such as, but not limited to dances, after school activities except Homework Club, and Interscholastic teams.

Removal from Academic Probation - Students must have no more than one failing grade at progress report time. Students need to check with an administrator to verify they are off academic probation.

Summer School Program - The summer school program is for students who have failed one to three classes. The middle school can require any student who does not successfully complete schoolwork during the school year to attend this program for promotion. Students who fail more than two classes for the year are at risk for retention and cannot participate in end-of-year activities or the eighth grade promotion exercise.

Disciplinary Actions - The school is responsible for student behavior portal to portal, meaning from the moment they leave their house to the moment they get home. There will be times when students break the rules, and/or make bad decisions. To address a bad decision, consequences are put into place. These are some, but not all, of the consequences that students can receive for a behavior infraction (breaking a rule):

- Teacher Detention - this usually takes place during lunch where students report to another location instead of the cafeteria. This can also be an after school detention.
- Morning Detention - this is issued by the principal or assistant principal and takes place in the office from 7:45-8:10am.
- Lunch Detention - can be issued by any adult in the school building for not following the rules.
- Office Detention - issued by the principal or assistant principal and takes place after school from 2:35-3:45pm on Tuesdays and Thursdays. There is a late bus available.
- In School Suspension (ISS)- Remain in the office for the school day(s) as long as the suspension is in effect. Students are required to complete the work assigned during this time. Students cannot participate in after school activities nor be at McGinn Park after school on the days they are in ISS.*
- Out of School Suspension (OSS) - Students are not allowed to attend school during this time nor are they allowed on school grounds at all during this time. This includes McGinn Park as it is part of the school through after school programs.*

*certain infractions are automatic suspensions such as weapons, illegal substances for minors (vapes, tobacco, alcohol, drugs), and fighting. These infractions will also be reported to the North Kingstown Police Department.

Fighting: Fighting is strictly prohibited on school property, on school buses, and at bus stops. If a student is having a problem with another student(s), s/he should immediately inform a member of the DMS staff. Any student who fails to avoid a fight by seeking a teacher's or administrator's help whenever possible, will be subject to parental contact, suspension, and possible notification to the North Kingstown Police Department. **KEEP YOUR HANDS TO YOURSELF!** Pushing and "play fighting among friends" are unacceptable and unsafe. Any student who participates in a fight, regardless of "who started it" is subject to the above policy and consequences.

Guidelines for Assembly Behavior

- Students should enter in a quiet, orderly manner.
- It is important to sit quietly while the other classes are seated so the program can begin immediately.
- Be polite by listening carefully to the program. Remember: "listening" means paying attention.
- Once the program has begun, students are to remain with their teachers unless there is an emergency. (Lavatory breaks and drinks are to be taken care of before the assembly.)
- Show your enjoyment of the program by polite applause. Whistling, stomping, cheering, etc. are forms of ill-mannered behavior. .
- At all times, show proper respect for our presenters, principals, teachers, teacher assistants, and fellow students.
- At the conclusion of the program, sit quietly until dismissed by the teacher, then leave in an orderly fashion.

Dress Code

Clothing is a matter of personal taste; however, there are clothing items that are not appropriate for the school day. Students are expected to follow the guidelines below:

- Shorts and skirts should be close to fingertip length (use as a guide) and not rise, exposing one's buttocks. i.e. shorts that have a 5" inseam are appropriate for school.
- Midriff areas should not show in between tops and bottoms. If one decides to wear a cropped top, wear high rise pants or tank underneath so the bare midriff area does not show.
- Tank tops must have straps that cover undergarments. Our guideline is for straps to have a width of three fingers but covering undergarments is a must. It does not have to be three fingers but undergarments cannot show.
- Thin or see-through tops should have another layer of clothing underneath that covers undergarments. If pants are baggy, a belt needs to be worn to avoid pants from sagging.
- No cleavage (top or bottom) should be exposed.
- No visible undergarments are allowed. Examples are bra straps and boxers over the waistline of pants.
- No pajamas, fleece baggy pants, slippers or any other sleep/loungewear.
- Shirts with large armholes (i.e. basketball jerseys or beach style shirts) must have another shirt underneath to ensure appropriate coverage.
- No hats, head coverings, sunglasses, handbags, or jewelry with spikes or points of any kind.
- No footwear with a pointy or block heel over one inch. Platform shoes are allowed.
- No clothes with any phrases or pictures that relate to alcohol, drugs, inappropriate language, derogatory comments towards others, or any such items that could disrupt the school environment.
- No heavy coats can be worn during the school day.

Students who do not adhere to the dress code guidelines will be given a chance to borrow clothing from someone or call home. If that is not a possibility or successful, appropriate attire will be provided for the student to wear. If a student becomes a repeat offender, then consequences will be imposed.

Lockers – Responsibility for Personal Property

Students are responsible for keeping personal belongings such as clothing, money, cell phones, iPods, and books safely locked in his or her locker. Students must purchase a lock from school at the beginning of the school year. Student's lock combination should not be shared with other students. *The student, not the school, will be responsible for lost or stolen books or materials.* Student locks can be stolen when locks are not properly secured or when locker combinations are shared. Therefore, stolen locks must be replaced at the student's expense.

Cafeteria and other assigned eating areas: School lunches will be provided to any student during the 2021-2022 school year. All food is to be eaten and trash disposed of responsibly.

Fire/Evacuation/Lockdown Drills

- *Safety Procedures Are Serious Business. Failure To Observe Procedures May Result In Serious Injury.*

- Emergency drills such as fire drills, evacuation drills, rapid dismissals, and lockdown drills will be conducted throughout the school year.
- Your teachers will review all of the safety procedures with you. Each classroom has a map of which exit you should use during an emergency drill.
- Each student is expected to leave the building *quietly* and in an orderly manner. Each class will form a quiet line away from the building, and remain outside until the all-clear signal is given.
- These rules must be strictly followed for the safety of everyone. Teachers are responsible for ensuring the silence of students during all emergency drills.
- During lockdown drills students are expected to remain in their classrooms or report to the nearest lockable room, remain silent, and wait for instructions.
- In order to keep all of the school community safe in case of an emergency, it is extremely important to follow the rules and listen to directions during each drill so we are prepared if an emergency does arise.

Cell Phones and Other Non School-Issued Electronic Equipment

-If students need to call their parent/guardians during the school day, they may ask to call from the office on a landline. They **MAY NOT** use their cell phones.

-Students may bring a cell phone into the school building, however, it must remain **OFF AND IN THE STUDENTS' LOCKERS during the entire school day**. Phones need to be turned off and put away when they enter the building.

-Students are not permitted to answer any calls or texts from anyone, including parents. Even after locker time in the afternoon, during 7th period, cell phones are to remain **OFF** and in **students' bags** until they leave the building at the end of the school day. **Students may not use cell phones inside the school.**

-Portable video games, iPods, tablets, e-readers and cameras may not be used in school without permission.

-The school is not responsible for lost or stolen electronic equipment.

-Students who are in violation of this policy will have their phone confiscated and a parent needs to retrieve it. Consequences may be imposed for multiple offenses and/or if any devices are used during the school day for communication or recording purposes.

Technology Acceptable Use Policy

Internet access at school is for educational purposes only. Students may use their Chromebooks for schoolwork during the school day unless given permission from a staff member to take a break and use it for recreational reasons (i.e. play a game, play music.)

Students should not be using email, school issued email or personal email, during class time unless given permission by a teacher. This includes emailing family, DMS staff members, and friends. Students' focus should be on classwork, not email. If there is an emergency or a need to email an adult, ask your teacher for permission before writing an email.

Students are not allowed, even when teachers give permission to use their Chromebook for recreational purposes, to use their Chromebooks to access any social media accounts. It is not allowed at all during the school day or during any after-school programs.

Impact of Social Media/Cell Phone Use to School Environment

What you do online can impact the school environment. As a school, we have an obligation to address any issues that cause a disruption or the ability for students to focus on their education, **even if it happened outside of the school and the school day**. This includes school email accounts, social media sites, text messages, or any other mode of online communication you may use in or out of school.

For example: a student posts negative remarks to another student on SnapChat and it causes the student(s) to be upset during the school day. We must address the situation since it impacted the school day.

Another example: A student threatens physical violence towards another student in a public or private message. There is evidence of the post. The school must address the situation since it causes a safety issue during the school day.

A third example: Students are taking or recording pictures and/or videos. They are shared with other students. This causes a disruption to the school day or is illegal. This necessitates the school getting involved as well as the North Kingstown Police Department.

Pause before you post. Make sure you would want the school or your parents seeing your posts.. Remember what you put online is part of your digital footprint that will follow you for years to come. Nothing on the internet ever goes away.

Bell Schedule and Class Rotation

Below is the weekly rotation schedule used at school. Once you know what lunch period you will have, you can enter it in the space provided. You will be given a template to write out your weekly schedule, whether you start the week with a Day 1 or Day 2 schedule.

Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Locker Time	8:00 – 8:10					
Period						
1	8:10 – 9:05	A	A	A	A	A
2	9:07 – 9:58	B	B	B	B	B
3	10:00 – 10:51	C	D	E	F	C
Lockers	10:51 – 10:55					
DEAR	10:55 – 11:18					
4	11:18–12:37	D	E	F	C	D
1 st	11:20-11:43					
2 nd	11:45-12:08					
3 rd	12:10–12:33					
5	12:35 – 1:26	E	F	C	D	E
Lockers	1:26 – 1:30					
6	1:30 – 2:20	F	C	D	E	F
Dismissal	2:20-2:30					

Consequence Charts

What Consequences May You Expect? - Although not exhaustive, this list is intended to help you realize that certain behavioral decisions usually are accompanied by consequences. PARENT NOTIFICATION is always part of a formal office referral. Minor offenses are handled by the teacher. Major offenses are handled by the Principal/Assistant Principal. Teachers and staff are asked to enlist parental support as the first intervention whenever possible.

Minor Infractions

Incidents usually handled by a teacher or teacher assistant. Repeated behaviors on this list will be referred to an administrator.

Type of Offense	Addressed by Teacher or Warning	Teacher Detention	Morning/ Lunch Detention	Office Detention	In-School Suspension
<i>Minor</i>					
Gum Chewing	X	X	X		
Disrupting Class	X	X			
Physical Contact/Horseplay	X	X	X		
Inappropriate Language	X	X			
Unprepared for Class	X	X			
Teasing	X	X	X		
Late to Class	X	X			
Cafeteria Misconduct	X	X	X		X
Dress Code Violation	X				
Property Misuse	X	X		X	
Defiance (low intensity)	X	X	X	X	
Electronics (cell phone possession)	X	X		X	
Misuse of Chromebook in class	X	X		X	
Forgot Chromebook or not charged	X	X		X	
Not reporting to holding areas in the morning	X	X	X	X	
Repeat Offender*			X	X	X

Major Infractions

Behaviors that are automatically reported to a school administrator.

Type of Offense	Morning/Lunch Detention	Behavioral Probation	Office Detention	Mandatory Sessions with Support Staff	In-School Suspension	Suspension
Major						
Habitual Tardiness		X	X		X	
Away from Assigned Area		X	X		X	
Disruptive During Fire Drill		X	X		X	
Skipping Lunch/Teacher Detention		X	X			
Forgery			X		X	X
Academic Dishonesty/Plagiarism		X	X		X	
Technology Misuse		X	X		X	X
Truancy		X		X	X	
Offensive/Abusive Language Toward Another Person			X	X	X	X
Insubordination/Disrespect		X	X	X	X	X
Defiance (High Intensity)			X	X	X	X
Physical Aggression		X		X	X	X
Physical Harm –Intentional or Unintentional		X	X	X	X	X
Endangering School (Bomb Threat, Fire Regulation Violation)**		X		X	X	X
Unauthorized Exit from Building		X		X	X	X
Bullying**		X		X	X	X
Tobacco/Vape Possession or Use		X		X	X	X
Fighting**		X		X	X	X
Theft/Larceny**		X			X	X
Sexual Harassment**		X		X	X	X
Alcohol or Drugs**		X		X		X
Weapons**		X		X	X	X
Disruption to school environment through the use of social media**			X	X	X	X
Unauthorized Entrance to Building**		X			X	X

Vandalism of School Property**		X			X	X
Repeat Offender**		X			X	X

*Any infraction that is a repeat offense will be considered a major Infraction and is subject to the consequences indicated with Repeat Offender.

** Infraction could result in expulsion. Notification will be made to the North Kingstown Police Department.

**NORTH KINGSTOWN SCHOOL DISTRICT
POLICY MANUAL**

NSBA # JBA 2

SAFE SCHOOL ACT STATEWIDE BULLYING POLICY

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 antidiscrimination laws.

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1. 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:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. 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.

Bullying most often occurs as repeated 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 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:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. 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:

- a. On school premises,
- b. At any school-sponsored activity or event whether or not it is held on school premises,
- c. On a school-transportation vehicle,
- d. At an official school bus stop,
- e. Using property or equipment provided by the school, or
- f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. 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.

3. POLICY OVERSIGHT and RESPONSIBILITY

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

4. 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:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, assistant 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 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.

6. 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.

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:

- a. The school Principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. 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:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. 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.

9. 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.

10. 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.

11. 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