

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

RATIONALE FOR REGULATIONS

The New Shoreham School District is committed to developing the potential of each student: intellectual-emotional, moral-physical, ethical-social. The rules of the school are designed to create an environment which makes this development possible. Self-respect and respect for others is the foundational underpinning of the philosophy guiding these regulations. All members of the Block Island School community must be respectful of the needs and rights of the individual. The school is a small society and, consequently, that there can be no respect for individual needs and rights where the rights and needs of others are not equally secure and protected.

The effectiveness of any regulation or law is dependent upon the good will and self-discipline of those who agree to abide by them. While recognizing self-discipline as the ideal, the need for external laws, rules, and regulations on a lifelong basis must be equally accepted. It is just as reasonable to accept the fact that these rules and regulations will have their appropriate sanctions, i.e., penalties for those persons who choose to violate the rights of others.

It should also be understood that these rules and regulations are not all encompassing and that situations may arise that will dictate disciplinary sanctions that will have to be determined by the school and its authorities.

Furthermore, it should be noted that these rules and regulations pertain both within the formal school setting and to all school related functions.

DETENTION SYSTEM

Detention is unnecessary in most cases and can easily be avoided by adhering to reasonable rules in the school. However, as in all schools, there will be those who, for one reason or another, choose not to conform and detention will be assigned to them.

1. Students will be informed of their detention by the issuing teacher and will be reminded by reading the following day's attendance notice, which will list those students who have detention, along with the proctoring staff member.
2. Students will be given a 24-hour notice for any detention to be served.
3. Detention will be held Monday through Friday from 2:45 p.m. to 3:30 p.m.
4. Students who arrive late will be considered late and will not be allowed to serve their detention. Their detention will have been considered skipped.
5. Administrative Detentions - If a student fails to serve any assigned teacher detention, then the office will assign an additional detention. The student must also serve the original detention.

6. Accumulated Detentions - A record of a student's quarterly cumulative detentions will be kept in a book in the main office. During each quarter, on the fifth and subsequent detentions, an in-school suspension will be issued. This policy will begin anew each quarter. When a teacher issues a detention, he/she will fill in the detention booklet in the office and also give a notice of the detention to the secretary. If the teacher notices that the number of detentions on the chart is the fifth or more, then he/she will notify the office secretary.

SUSPENSION POLICY

Suspension will be issued by the building facilitator as outlined in the GENERAL RULES OF CONDUCT/CODE OF DISCIPLINE. Suspension is an exclusion from all school activities for disciplinary reasons. There are two types of suspensions:

1. In-School Suspension - Any student assigned to in-school suspension (ISS) for disciplinary reasons will report to a room as designated by the facilitator. The student's entire day will be spent in that room. All students in ISS will be assigned class work, which has to be satisfactorily completed and returned to their teachers.
 - A. Students assigned to ISS are not permitted anywhere else in the building.
 - B. Students are not allowed to leave ISS without permission from the facilitator.
2. Out-Of-School Suspension - Students issued an out-of-school suspension are prohibited from attending school.
 - A. Short-term suspension is the dismissal of a student from school and from participating in extra-curricular activities for a period not to exceed 10 consecutive school days.
 - B. Long term suspension (expulsion) is the dismissal of a student from school for disciplinary reasons and from participating in extra-curricular activities for a period exceeding 10 days. The Superintendent has sole authority regarding long term suspensions.
 - C. It is a parent's/guardian's responsibility to come to school to obtain teacher provided work (i.e., homework, reading assignments, etc.).

GENERAL RULES OF CONDUCT/CODE OF DISCIPLINE

The Code of Discipline is divided into two categories:

1. Level 1 Category:
 - Cheating
 - Class cutting or leaving the building
 - Destruction of school, bus, or personal property of another
 - Harassment
 - Verbal assault on a staff member

Any student engaging in any of these behaviors is subject to the following:

- A. Immediate parent/guardian notification and/or conference.
- B. Referral to the Guidance Counselor or Student Assistance Counselor.
- C. Possible notification of proper authorities.
- D. Notation in student's permanent record.

First Offense:

- A. Up to three days in-school suspension.
- B. Cheating and/or class cutting, in addition to three days in-school suspension, will also include a zero for related work.
- C. Destruction of school or personal property, in addition to three days in-school suspension, will also include restitution for the repair or replacement of property destroyed or damaged. Network and/or library privileges may be revoked up to 45 days.

Second Offense:

- A. Minimum of three days in-or out-of-school suspension.
- B. Include B and C above.

Third Offense:

- A. Minimum of five days out-of-school suspension with referral to the Superintendent for an additional five days in-school suspension upon the student's return to school.
- B. Includes B and C above.

Further disobedience of school rules will be dealt with accordingly by the building facilitator.

2. Level 2 Category

- Possession of drug paraphernalia
- Extortion/theft of school or personal property
- Fighting/physical assault on a student
- Physical assault on a staff member
- Possession or distribution of drugs
- Threats of use of force or physical assault on a staff member
- Weapons/dangerous objects

Any student engaging in any of these behaviors is subject to the following:

- A. Immediate parent/guardian notification and conference.
- B. Immediate notification of proper authorities.
- C. Referral to the Guidance Counselor or Student Assistance Counselor.

First Offense:

- A. Up to five days in- or out-of-school suspension.
- B. Up to five days in- or out-of-school suspension (at the discretion of the building facilitator) upon the student's return. Possible referral to the Superintendent for the purpose of recommending an additional five days in- or out-of-school suspension and/or possible suspension for the remainder of the school year.

Second Offense:

- A. Up to ten days out-of-school suspension.
- B. Up to ten days out-of-school suspension (at the discretion of the building facilitator) upon the student's return. Possible referral to the Superintendent for the purpose of recommending an additional ten days out-of-school suspension and/or possible suspension for the remainder of the school year.

The school facilitator will deal with further disobedience of school rules accordingly.

DEFINITIONS OF INFRACTIONS

Cheating – Copying homework assignments, dishonesty on tests, plagiarizing work on papers, etc. will not be tolerated. Cheating is a serious breach of trust and honesty.

Class Cutting/Leaving the Building – Students are expected to attend all classes and study halls as scheduled. Unauthorized absence from class is considered a cut.

Extortion/Theft of School or Personal Property – Any student who steals or who attempts to force an individual to give up personal belonging, money, or anything else considered the property of another.

Destruction of School or Personal Property – Willful destruction/abuse of school property, such as, but not limited to, books, desks, chairs, windows, equipment, operating software, laptop computers, computers, fire alarms, or personal property belonging to others, is unacceptable and will not be tolerated.

Possession of Drug paraphernalia – A student shall not possess on his/her person or any other place on school property (including bus transportation to and from school), such as lockers or desks, any type of drug paraphernalia, including pipes, rolling papers, clips, etc.

Fighting – Physical assault on a student.

Harassment – Harassment is defined as any verbal and/or physical behavior which intimidates, embarrasses, or offends another person. Examples of such behavior include: sexual remarks or advances; racial, ethnic, or personal remarks or insults; taunting; threats; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats. Any student who experiences what he/she believes to be sexual harassment may deal with the situation in two ways:

1. Informal – Informally the student may only need to explain to the offending person that the actions are offensive. The student may wish to have a teacher, mediator, nurse, or guidance counselor present. If you are not sure about the actions against you, ask! If the accuser, accused, and staff member feel that a resolution has been achieved, then the conversation may remain confidential and no further action will be taken.

2. Formal – A formal charge of sexual harassment needs to be brought to the attention of the building facilitator. The building facilitator or his/her designee shall conduct an investigation of the allegations within ten days of the filing of the complaint.

Physical Assault on a Staff Member – There are many opportunities to resolve conflict without resorting to physical violence. In order to help students deal with conflict, the building facilitator, teachers, and counselors are available to assist students before a situation gets out of control.

Possession or distribution of drugs – Because of the danger and the physical and psychological harm, the possession or use of drugs including alcohol, marijuana, barbiturates, amphetamines, narcotics, hallucinogens, or any other controlled substance on school property is strictly prohibited. Prescription drugs may be used under the direction and/or supervision of an authorized medical authority.

Verbal Assault on a Staff Member – Involves blackmail, threats, swearing, etc.

Weapons/Dangerous Objects – Weapons may be defined as guns, knives, razors, fireworks, cigarette lighters, squirt guns with projectiles, or instruments which may be used to intimidate or cause physical harm. Dangerous objects may be defined by the faculty. Any student who has a weapon in his/her possession, or who has brought a weapon into the school, or who has used a weapon to intimidate or harm another individual is subject to immediate serious disciplinary action.

Smoking – By state statute, no individual is allowed to smoke or use tobacco products including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco in a school building or on school grounds. Additionally, it is illegal for individuals under the age of 18 to purchase or possess tobacco products.

Student – First Offense:

1. Parent/Guardian Notification.
2. One detention.

Student – Continued Violations:

1. Letter to parent/guardian.
2. The student will be subject to progressive disciplinary action.

NOTE: The law reads, in part: "...The governing body of a school that violates or allows the violation of this chapter shall be liable for a civil penalty, not less than fifty dollars (\$50.00) and not to exceed \$500.00...Each day a violation is committed or permitted to continue by a governing body shall constitute a separate offense and shall be punishable as such."

The Act prohibits the use of any substance or item which contains tobacco, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco. It also prohibits having in one's possession a lighted cigarette, cigar, pipe, or other substance containing tobacco.

Responding to House of Representatives Resolution 89-H 7534 of the General Assembly of the State of Rhode Island and Providence Plantations passed May 3, 1989, to the recommendation of

the Commission of Elementary and Secondary Education for the State of Rhode Island and to the Smoking in Public Buildings Act which prohibits smoking in secondary schools, regulation V under Code of Conduct for Block Island School is revised as follows:

V. Tobacco Use – Students, faculty, and staff are prohibited from smoking on all school premises. No smoking is allowed on the bus or at any student activities.

Electronic Equipment – Students are not allowed to bring to school personal electronic equipment (e.g. beepers of any kind, radios, tape players, Walkman, cellular phones, etc.) for use during the school day. Such equipment will be confiscated and turned into the building facilitator’s office where it may be picked up at the end of the day. The office assumes no responsibility for these items.

1. First Offense: Item(s) will be taken to the office where it may be picked up at the end of the day.
2. Second Offense: One detention.
3. Third Offense: Any subsequent offense will be dealt with at the discretion of the building facilitator.

OPEN CAMPUS RULES

Seniors who have open campus privileges are subject to the GENERAL RULES OF CONDUCT/CODE OF DISCIPLINE as outlined in this policy while not on school property.

INTERNET USE POLICY (ACCEPTABLE USE POLICY, No. ICA)

The New Shoreham School District realizes the value of access to the Internet. It also recognizes the potential for abuse. In an effort to prevent such abuse, all students in grades 5-12 are required to complete the Block Island School Network's (BISN) Acceptable Use Policy at the beginning of each year. No student will be allowed to log on to the BISN without a completed Acceptable Use Policy signed by both the student and his/her parent/guardian.

The purpose of the BISN with Internet access is to support education by providing access to a wide range of resources and opportunities for collaborative work with other schools and agencies. All students in grades 5-12 who agree to abide by the BISN Acceptable Use Policy will be given a password protected student account with Internet access and a school email account. It is very important that only you know your password. Passwords are never to be shared! It is a violation of BISN policy to share passwords!

The following items are not permitted under the BISN rules:

1. Logging on under anyone else's account or accessing anyone else's email.
2. Any type of vandalism to hardware, software, furniture, etc.
3. Sending inappropriate, obscene, or harassing email.
4. Excessive printing, including printing of large downloaded files.
5. Visiting chat rooms.
6. Using web based email as your BISN email account.

7. Visiting inappropriate web sites (pornographic, etc.).
8. Plagiarism or violation of copyright.
9. Loading software of any kind whether from the Internet or another source.
10. Downloading programs of any kind to the BISN.

Violation of the above rules will result in one or more of the following consequences:

1. Loss of network privileges
2. Loss of Internet privileges
3. Further disciplinary actions as warranted in cases of harassment, vandalism, plagiarism, distributing of obscene or objectionable materials, pornography, or any criminal activity as specified in the Block Island School Student Handbook.

SCHOOL BUS BEHAVIOR

The school bus is an extension of the Block Island School facility. Transportation is provided to all students who attend the Block Island School. However, it should be noted that bus transportation is a privilege that can be rescinded. Misbehavior may result in:

1. A verbal warning,
2. Parental/guardian notification/conference,
3. Loss of bus transportation privileges for a specified period, and/or
4. Indefinite loss of bus privileges.

In general, the same behavior that is expected in the classrooms is expected when riding the bus. Some guiding rules are:

1. Students must obey and show respect for the bus driver, bus monitors, and each other,
2. Electronic radios, compact disc players, headphone sets, games, etc. will not be allowed to be in use at any time on the school bus,
3. Students shall, at all times, remain seated and orderly,
4. Any intentional damage or defacing of the bus will be addressed under the provisions of the discipline code and may result in disciplinary action and/or payment for restoration or repair.

The Block Island School will annually review its bus route, morning pickup times, and afternoon drop-off times. The route and times will be provided to all parents/guardians and students.

A written note to the bus driver and/or the building facilitator is required if there is a request to drop a student off at a location other than the usual site, or a note is required from the parent/guardian to the bus driver stipulating that the student has parental authorization to request differing drop off locations at any time. This provision will be strictly enforced.

DISCIPLINARY PROCEDURES

To the extent possible, the disciplinary process is intended to help correct any undesirable behavior. It is not a primary goal to be hurtful to the student or to alienate him/her in any way. Normally, sanctions and penalties may not be applied for minor or first offenses; however, more

severe offenses and continued misbehavior require stricter and more severe sanctions. In keeping with this philosophy, the disciplinary procedures of the Block Island School will be progressively applied with the interest of the student, the student body, and the faculty being considered.

1. Classroom infractions of discipline will be handled by the teacher/staff member involved. Severe cases may be referred to the building facilitator and/or counselor.
2. If a student acts in an uncooperative manner toward the teacher/staff member, the teacher/staff member will complete a report and submit it to the building facilitator. The report will outline the time, date, subject, student(s) involved, the nature of the infraction(s), the actions taken by the teacher/staff member, the response of the student, and a summary of any other pertinent information. Severe cases will be reported to the student's parent(s) or guardian, along with a notification of any accompanying penalties.
3. When a student is asked to leave a class, he/she must report immediately to the main office.
4. When a student is referred to the building facilitator by a teacher or staff member, one or more of the following sanctions will apply:
 - A. Building Facilitator/Student Conference – The building facilitator will arrange a conference with the student. This conference will be used to attempt to resolve the problem at hand and to gather information, gain insight to the issue, and – if necessary – determine sanctions or punishments. The teacher/staff member involved may be included in the conference.
 - B. Detention – Detention is a disciplinary measure, which will be used at the discretion of the classroom teacher/staff member or the building facilitator. Detention may be imposed for tardiness, failure to meet with a teacher/staff member, classroom disruptions, and student infractions that may require disciplinary action.
 - C. Parent Conference – The building facilitator will arrange a conference with the student's parent(s)/guardian(s). This conference will attempt to resolve the problem at hand as well as solicit parental cooperation, support, and assistance in addressing the problem.
 - D. School/Community Service – In some cases, a student may be given the option or be assigned a task of service to the school or community in lieu of other sanctions. Such service must be successfully completed in a specified time to avoid a more serious penalty.

Suspension – Suspension is a serious disciplinary action and is normally taken only when a student has shown by attitude or action to be seriously lacking the respect and concern that one should have for fellow students, faculty, staff, and/or the authority of the school. Students may be suspended for up to ten days for the following:

1. Excessive absenteeism or tardiness
2. Being in an unauthorized area
3. Cutting classes
4. Physical assault on a student or another member of the Block Island School community
5. Truancy
6. Weapons violations
7. Possession of alcohol, drugs, or drug paraphernalia or use of alcohol or drugs
8. Showing disrespect for faculty or staff

9. Inappropriate school bus behavior
10. Cheating
11. Harassment
12. Extortion/theft
13. Smoking
14. Gambling
15. Inappropriate/threatening language
16. Use of personal electronic equipment for non-academic purposes unless pre-approved by the building facilitator (i.e. cell phones, CD players, beepers, etc.)
17. Destruction of school property
18. Any other behavior which jeopardizes the well being of everyone concerned or which is disruptive to the learning process at the Block Island School.

PROCEDURES GOVERNING SUSPENSION

1. Parents/guardians shall be notified by phone and in writing of the suspension. A letter will be sent to the address reported in the school records. Parents/guardians shall be offered the opportunity for a conference.
2. Following a conference with the facilitator or designee, the parent/guardian may request a hearing with the Superintendent to review the facilitator's decision.
3. A student who is 18 years or older shall be treated as an adult.
4. Students shall be given all textbooks, class work, and examinations. Students will be allowed to make up all class work equivalent to the number of days in which he/she was suspended.
5. The student is responsible to adhere to the Secondary Attendance Policy during the period of the student's suspension.

PROCEDURES GOVERNING EXPULSION

1. Expulsion is exclusion from school privileges for more than ten consecutive school days and up to 180 consecutive school days as defined as consequences for behavior under the school's discipline policy.
2. The building facilitator may request of the Superintendent the expulsion of a student when he/she believes that the student's conduct endangers persons or property and/or is seriously disruptive of the educational process.
3. Requests for expulsion are to be addressed to the School Committee through the Superintendent. The Superintendent shall conduct a hearing and, upon determining that the student should be expelled, will forward a recommendation to the School Committee.
4. The School Committee shall conduct a hearing and notify the parent/guardian of the date, time, and location. The notification shall contain a narrative of the accounts leading to the hearing including witnesses, past behaviors, warnings, or suspensions relating to the offense.
5. At the hearing, the student shall have the opportunity to speak and be represented by a third party. The student shall have the right to request that the witnesses against him appear. The School Committee may refuse the appearance of the witness when they believe that fear on the part of the witness would prevent accurate testimony. In such cases, the witness will provide a verbatim statement.

6. The School Committee shall report its findings in writing to the student, stating the reasons for its decision and the penalty imposed.
7. All results are reported to the State Department of Education.
8. The student shall be offered an alternative education program.
9. Special Education students are subject to the same disciplinary policies and procedures within the confines of the IEP and behavior modification programs.
10. In the absence of specifically defined behavior or disciplinary action, judgement of the building facilitator or his/her designee will prevail when altering any of these guidelines.

Policy Adopted: 9/18/00

New Shoreham School District, Block Island School

NEW SHOREHAM SCHOOL DISTRICT
DISCIPLINE POLICY

STUDENT

I verify that I have received a copy of the Block Island School Discipline Policy

Student's Full Name (please print): _____

Student's Signature: _____

PARENT/GUARDIAN

As the parent/guardian of this student, I verify that the above named student has received a copy of the Block Island School Discipline Policy.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____

Date: _____