

# **North Providence School Department**

**North Providence, Rhode Island**



## **Middle School Handbook**

### **2022/2023**

Approved by the North Providence School Committee - August 5, 2015

Revised: 8/2022

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### **Middle School Information**

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Principal:

Brian Gilmore  
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Assistant Principal:

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Dr. Edward A. Ricci Middle School  
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North Providence, RI 02911  
(401) 233-1170  
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Principal:

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Assistant Principal:

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**NORTH PROVIDENCE MIDDLE SCHOOL  
HANDBOOK SIGNATURE FORM  
2022-2023**

**Student's Name** \_\_\_\_\_

**School** \_\_\_\_\_

**I have read the North Providence School District's Middle Schools Handbook. I agree to comply with all the policies listed within and I have discussed the information contained in this handbook with my child. I shall do everything possible to support my child's education and work with my child's teachers to make this a successful school year.**

**Parent / Guardian  
Signature** \_\_\_\_\_

**By signing this agreement, I agree to comply with all the policies listed within and I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner.**

**Student's Signature** \_\_\_\_\_

**Home Base Teacher** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

## **LETTER FROM THE PRINCIPALS**

Dear Parent/Guardians,

It is with great pleasure that we welcome you to our middle school. This student handbook contains the educational and behavioral expectations, as well as the school policies and procedures that will hopefully make the school year a successful and rewarding experience for your student.

Our hope is that through accurate and clearly articulated information to our parents and students through this document, everyone will embark upon this school year with a clear knowledge and understanding of our practices and expectations. We strive to provide our students with a positive, safe, and respectful educational environment that allows them to become self-directed, lifelong learners and responsible citizens.

We wish you the best in the coming school year.

Sincerely,

Brian Gilmore  
Principal Birchwood Middle School  
[brian.gilmore@npsd.k12.ri.us](mailto:brian.gilmore@npsd.k12.ri.us)

Thomas Mellen  
Principal Ricci Middle School  
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## **NORTH PROVIDENCE MIDDLE SCHOOLS MISSION STATEMENTS**

The mission of the **Dr. Edward A. Ricci Middle School** is to create a safe, nurturing, and academically challenging community that addresses the unique emotional and social needs of its students while developing responsible, respectful, well-rounded individuals who use creative, critical thinking, and problem solving skills for lifelong success in today's diverse society.

The mission of the **Birchwood Middle School** is to ensure that all 21<sup>st</sup> century learners have access to a high quality, standards based education in a safe and challenging environment in which creative skills and a desire for lifelong learning will enable its students to be productive, responsible citizens in an increasingly diverse, technological, and rapidly changing world.

### **WEBSITE**

Please use the school district's website for most up to date notifications and additional information:

<http://npsd.k12.ri.us>

### **PARENT PORTAL**

#### **NPSD Skyward Information Management System**

Skyward gives parents, students and teachers access to student data information including grades, attendance, class schedules and other pertinent information. This will be the primary resource for parents to keep track of student performance. Report cards will be sent home four times per year but all other academic information will be confined to the portal.

When a parent/guardian logs into Skyward, you will see information about all of the students you are legally associated with. Class schedules, attendance and grades can be viewed. In addition, schools post important information on the home page, such as events, notices, etc. Skyward allows real time grade data and report cards to be viewed online and printed. For additional information go to or to register for an account: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedunorthprovidenceri/seplog01.w>

To obtain a NPSD Skyward account, the parents or legal guardians of Middle School students must:

- Complete a NPSD Skyward Agreement Form
- Return the completed form in person to the main office of the Middle School
- Show your picture ID with current address to the school secretary (if the current address is not listed on the ID – Bring a utility bill with current address listed)

## **SECTION A - GENERAL INFORMATION**

### **STUDENT INFORMATION /NONCONSENT/HANDBOOK FORMS**

A Student Information Form is required for every student. Parents are required to fully and accurately complete one for each child and return it to school promptly. We request the names of three individuals who can be notified in case of a child's illness/accident when at school. This is implemented only if parents are not available. We will not release any student to anyone not listed by parents/guardians on the census verification sheet. Please make every effort to keep all this information current.

If any information contained on the information form changes at any time, the parent/guardian must submit an updated information form available at the school office and on our website, complete with the most current information, and return to their child's school the next day. The corrected information is placed in our student information system to keep the most accurate data for the safety of all students and to contact families in cases of emergency.

In the case of students' early release from school or emergency closing, a Skylert message will be sent to all families. In order to assure proper notification, please be sure to put all necessary contact information on the Student Information Form sent home at the beginning of each school year. Also, any contact information changes that occur during the school year must be updated on the "Student Information Form" located on our website, <http://npsd.k12.ri.us/>, click on Parents, and must be returned to your child's school.

The form gives parents the opportunity to opt-out of having their child's picture used for the following reasons: 1) School Related Companies (ex. Yearbook companies) 2) Student Activities (ex. Sports or drama activities, the yearbook and honor roll) 3) Media Release (ex. School website, class video, newspaper or any school press release).

The form verifies that parents have reviewed the contents and policies in the student handbook. Parents are expected to sign and return the form at the beginning of each school year.

### **OPENING OF SCHOOL**

The school building will not be open for the public until 8 a.m. The School Department shall not be responsible for the supervision, health, safety, or general welfare of any student arriving before 8 a.m. Students who walk or are driven to school cannot expect services before 8 a.m. Students cannot be dropped off and left unattended outside the school building.

### **ARRIVAL/DISMISSAL TO AND FROM SCHOOL**

Upon arrival at school, grade 6 students will report to the cafeteria and remain there until it is locker time. Grade 7 and 8 students will remain in the foyer or outside (when the weather is warm) until it is locker time. Under no circumstances will students leave their assigned area of supervision. At the end of the school day, students are to go directly to their buses, designated area of pick-up or home-if walking is method of travel for dismissal. Students are not allowed to remain on school grounds without a specific supervised purpose, for example; extra academic help, athletics, or participation in clubs.

## **ATTENDANCE POLICY**

School attendance is mandated by Rhode Island General Law 16-19-1 which requires, *“every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides.”*

Research supports, ([www.attendanceworks.org](http://www.attendanceworks.org)), positive academic outcomes when a student attends school regularly. It is the responsibility of a student’s parent/guardians to ensure school attendance, report absences according to this attendance policy and work together with school personnel to address any issues preventing daily school attendance.

### **Procedure**

All student absences, late school arrivals and early dismissals are recorded in the district’s student information system data base. It is the responsibility of a student’s parent/ guardian to notify the school regarding their child’s absence or late arrival prior to the start of school on the day of the absence/tardiness. Absences and lateness to school are recorded as excused and unexcused and are defined as:

#### **Excused Absence:**

Excused absences include an illness or injury documented in writing by a medical professional, religious holidays, approved school sponsored activities, suspensions, court appearances, death in the family, military deployment event or verified college visits.

#### **Unexcused Absences:**

Unexcused absences include all other absences not covered in the definition of an excused absence.

#### **Excused Lateness:**

Excused lateness to school shall include a doctor’s appointment as documented in writing by a medical professional and provided upon a student’s arrival at school the day of the appointment, religious holidays, approved school sponsored activities, suspensions, and court appointments.

#### **Unexcused Lateness:**

Unexcused lateness includes all other late school arrivals not covered in the definition of an excused lateness.

#### **Intervention Procedures for Unexcused Absences:**

### **All schools will implement a school wide positive incentive program to reduce absences**

A student shall not miss ten percent (10%) or more unexcused absences. Once a student has missed 10% of unexcused absences the following procedure will be followed:

- A letter will be automatically generated from the district’s student information system and be mailed home to the student’s parent informing them of the excessive absences
- School Principal will follow up with the parent/guardian and arrange a meeting with the appropriate school personnel and truancy officer
- A plan to improve school attendance and chronic absenteeism will be developed and monitored by the school principal or designee
- If unexcused absences still continue, the school principal will complete a nonattendance form and send it to the district’s truancy officer

- The truancy officer and school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

### **Intervention Procedures for Unexcused Lateness:**

**All elementary schools will implement a positive school wide incentive program to reduce lateness to school.**

Students are allowed three unexcused lateness to school per year. Once a student has exceeded this number of late school arrivals the following procedure will be followed:

#### Secondary Level: Grades 6-12

- Students will receive one hour of detention for each late arrival
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer
- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

#### Elementary Level: Grades PK-5

- School principal or social worker will contact the parent/guardian to discuss the excessive number of late arrivals to school
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer
- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

### **Early Dismissal:**

An early dismissal is the release of a student from school prior to the end of the official school day. A student may only be dismissed early with the permission of a parent/guardian with a written note submitted to the office at the start of the school day. A student must attend school for a minimum of three hours or the day will be recorded as an absence.

### **ENTRANCE TO THE BUILDING**

Once students have entered the building, they will not be permitted to leave without the expressed permission of an administrator. Failure to adhere to this policy may result in disciplinary action.



### Birchwood/Ricci Middle School's Bell Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:30-8:37 7 minutes	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
8:38-9:30 52 minutes	1	2	3	4	5	6
9:31-10:23 52 minutes	2	3	4	5	6	1
10:24-11:16 52 minutes	3	4	5	6	1	2
Lunch A 11:17-11:42 25 minutes Class 11:43-12:35 52 minutes ----- Split Class Class 11:17-11:43 26 minutes Lunch B 11:44-12:09 25 minutes Class 12:09-12:35 26 minutes ----- Lunch C Class 11:17-12:09 52 minutes Lunch C 12:10-12:35 25 minutes		5	6	1	2	3
12:36-1:28 52 minutes	5	6	1	2	3	4
1:29-2:21 52 minutes	6	1	2	3	4	5
2:22-2:30 8 min.	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory

Lunch Schedule	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Grade 6	Lunch B	Lunch B	Lunch C	Lunch C	Lunch A	Lunch A
Grade 7	Lunch C	Lunch C	Lunch A	Lunch A	Lunch B	Lunch B
Grade 8	Lunch A	Lunch A	Lunch B	Lunch B	Lunch C	Lunch C

## **ADVISORY PERIOD**

At the beginning of the school year, students are assigned to specific advisories that they remain in until the end of the school year. All students must report to advisory at the start of the school day (8:30 a.m.). The advisory teacher will take attendance before opening exercises. As prescribed by law, the opening exercises shall consist of the pledge of allegiance, followed by a moment of silence. The daily announcements will be read every morning during advisory period. These announcements are informative in that they bring student attention to what is taking place in their school. It is very important that students develop good habits of attendance and punctuality.

## **AFTER SCHOOL PROCEDURES & RULES**

The North Providence School Department is legally responsible for the health and safety of the children entrusted to its care. Students remaining after school must adhere to the following rules:

- No student may remain after school unless he or she is under the direct supervision of a faculty member or a person authorized by the School Committee to supervise children.
- After-school activities include academic assistance, extracurricular programs and detention and are run between 2:35 p.m. – 3:35 p.m.
- After-school programs (except Athletics) will begin no later than 2:35 p.m. and cease by 3:35 p.m.
- Students must report to activities with their belongings and be prepared to leave the school immediately at the conclusion of the activity. All students waiting for rides should report to the foyer with their supervising faculty member.
- Students who walk or who have transportation immediately available may be excused from an activity before 3:35 p.m. They must, however, immediately exit the building.
- The school will close at 4 p.m., and the School Department will no longer have supervisors on duty to assume the custody of students.
- Administration can grant permission to have programs run longer than and after 3:35 p.m. Students and parents must adhere to the activities procedures, rules and guidelines.

## **LOCKERS**

All students will be assigned corridor lockers by teams. These lockers must be kept clean and neat at all times. Sharing lockers with other students is not permitted. Lockers should be left locked at all times. Although they are assigned to each student, lockers still remain the property of the North Providence schools and may be opened by school authorities if it is suspected that they contain contraband materials. Every effort will be made, however, to ensure student privacy. Students are financially responsible for any articles or books lost or stolen from their lockers. Any matters pertaining to lockers must be reported to the Administration.

Under the supervision of teachers and administrators, students will go to their lockers at the beginning of the day, before and after lunch time, and prior to the final period of the day. Any other visits to lockers will be allowed on an individual basis only with a pass from a teacher. All lockers are property of the North Providence School Department and are subject to inspection by authorized school personnel and law enforcement officers. Anything posted in or on lockers that graphically or symbolically promotes sex, drugs, alcohol, or violence is prohibited. Lockers are not to be written on, scratched, or otherwise defaced. Anyone found responsible for locker damage will be held financially accountable. Students are responsible

for all books, clothing, and other items stored in the locker. North Providence School Department assumes NO responsibility for lost or stolen items.

However, the administration does urge students to notify their assistant principal and file a theft report if necessary. Students who wish to have a lock on their locker will be issued a school lock. If the student loses the lock, a replacement can be purchased. Students who do not use a lock are fully responsible for their property and school textbooks. No more than one student will be assigned to a locker; each student will use only the assigned locker. Students are cautioned NOT to give their lock combinations to other students. The locker number and combination will be registered with the main office. Lockers in need of repair must be reported immediately to the student's assistant principal.

***In January 1985, the United States Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are "reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school," and the search is conducted in a reasonable manner.***

***[New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 744; 1985]***

### **HALL PASSES**

Students are not allowed out of class without an official school pass (found as the last pages in the student agenda provided by the school) signed by an authorized member of the staff. Students must carry this pass while out of the classroom and must make it available to any authorized person upon request. Passes to leave a room to go to another teacher must be signed by the teacher requesting a student's presence. Students also need a pass to use the office phone and when going to the school nurse's office-except in emergency situations.

During the school day, students must have their agendas/ pass signed by a teacher and stating his/ her name/ date/ time/ destination. Any student in violation of this policy will be referred to administration for disciplinary action. Students should not leave their classes on the sounding of the bell, but wait until the classroom teacher dismisses them. Students should report directly to their next class assignment and line up outside the room in an orderly fashion and wait until the teacher directs the class to enter the room.

There should be no loitering or running in the corridors. At no time should students go to the lavatories without a pass from a teacher. If a student is late for class, the student will face disciplinary action from the teacher. Repeated tardiness to class will result in referral to administration for further disciplinary action.

### **SCHOOL LUNCH**

#### **School Nutrition Services**

The North Providence School Department has proudly partnered with ARAMARK Education to provide school lunches. Aramark is an industry leader in providing School Nutrition Services. They provide students with nutritious and healthy menu choices, exciting and colorful new looks in the cafeterias, and nutritional educational messaging to encourage healthy eating and a well-balanced lifestyle.

Secondary students will have menus posted on district website and in the cafeteria. The price for lunch and milk is determined by ARAMARK.

## **Breakfast**

The breakfast menu features an assortment of whole grain cereal and muffins, fresh fruit and vegetables and 100% juice or low fat milk. Breakfast is served in the lunchroom prior to the start of school.

## **Lunch**

Each meal comes with an entrée and a choice of up to three sides including fresh fruit, fresh vegetables and milk. At all levels, a fresh fruit and vegetable bar featuring as many as 6 choices per day is an ARAMARK standard. We ask all parents to encourage their children to take the maximum amount of healthy side dishes each day.

## **Free & Reduced lunches**

Free and Reduced Meal Benefit Applications are available throughout the school year. To obtain an application contact the main office or go to: <http://npsd.k12.ri.us/lunch-menus>

## **Cafeteria Rules & Procedures**

- Students are to report to the cafeteria only during the times assigned for their classes.
- Students are not to take food or drinks out of the cafeteria.
- When students finish their lunches, they are expected to deposit their trays, utensils, and refuse in the containers provided. Students are required to recycle all items that are recyclable.
- At the end of each lunch period, it is expected that the tables and floor areas of each student be clean and free from debris.
- Students must remain in the cafeteria until dismissed or released with a proper pass by the cafeteria supervisor.
- Students are to walk to and from the cafeteria.
- Throwing anything, at any time, at any distance is not allowed and will be dealt with in accordance to the Disciplinary Code of Conduct.

## **VISITORS**

We are happy to have parents visit our schools. We request that each visit be scheduled in advance with the teacher. A visitor (not employed by the school system) must report to the office and receive permission to be on the school grounds and in the various buildings.

The following procedures apply to all persons, other than teachers and pupils enrolled in the school, who may come to the school for any reason during the school day.

- For safety reasons and to avoid disruption, all visitors must report to the school office and sign in and wear a visitor's badge.
- Visitors wishing to see/speak with a teacher or student must first report to the school office.
- If a parent/guardian or visitor has an important message or something to deliver to a student during the school day, he/she must leave it with the school secretary or receive permission from the school secretary to go to the classroom. In this way, disruptions to the children's learning are kept to a minimum.
- Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify himself properly or to leave the school grounds. If the visitor refuses to leave the school grounds when asked to do so, or creates any disturbance, the principal has the authority to request aid from the law enforcement agency.

## **ANNUAL NOTIFICATION TO STUDENTS AND PARENTS ON STUDENT RECORDS**

North Providence Public Schools maintains:

- **Permanent Record Folder.** This identifies the student by including the following data: student name, date of birth, age, sex, names of parent or guardian, resident address, telephone number, date enrolled and date left, student's grades, standardized test scores, and extra-curricula activities.
- **Attendance Register** which documents the names of all students in the district and records the daily attendance of each student.
- **Health Record** which describes the student's general health history by including the following data: student's name, date of birth, sex, immunization dates, name of family physician, surgery dates, injuries, results of vision and hearing tests, results of dental examinations.

The District will NOT transfer a student's record to a new school outside of the North Providence School District without prior consent from the parent.

## **FERPA/STUDENT CONFIDENTIALITY**

According to FERPA Regulation 34C.F.R. §99.31(A)(1) Federal Education Rights and Privacy Act: a student has a right to privacy. The only people allowed access to student records (physical or electronic) and communications (written or verbal) on their behalf are:

1. **School Employees** (on a need-to-know basis as determined by the Building Administrator, policy, or protocol.)
2. **Biological/Adoptive Parents** (documentation usually submitted upon enrollment. If listed as parent on enrollment forms, no further documentation is needed.)
3. **Guardians** with a legal court order.

Under FERPA, a valid written consent is required to release records

## **Student Records/Family Educational and Privacy Rights Act (FERPA Section 438, Public Law 90-247, Title IV)**

Student records are maintained and available in accordance with the Family Educational Rights and Privacy Act of 1974 and the North Providence School Department Policy. Parents of students under age 18, parents of students age 18 or over who are dependent upon their parents for tax purposes, or eligible students (age 18 or over) have the right

- to inspect and review student's education records
- to request that a school correct records which they believe to be inaccurate or misleading

### **Step Parents**

The definition of a **stepparent** is the spouse of your parent by a subsequent marriage.

\*Stepparents do not have legal rights over their stepchildren in most cases: therefore, stepparents **typically cannot/do not:**

1. Have access to student records (physical or electronic) and communications (written or verbal.)
2. Converse with the stepchild's teacher in regard to school progress.
3. Converse with school staff regarding the stepchild's behavior/discipline issues.

#### **UNLESS**

1. A stepparent has a Family Court/Probate Court order, **OR**;
2. The biological parent(s) agree to the disclosure to school department officials. This may be given on the registration form by the biological/adoptive parent(s); after the fact, in writing, by the biological/adoptive parent(s) [see attached].

#### **Step-parents can:**

1. Receive a phone call from the school if their step-child is sick (provided they are listed on the "Emergency Contact List")
2. Pick up the stepchild from school (provided they are listed on the "Emergency Contact List")
3. Attend IEP meetings – if neither biological/adoptive parent(s) objects to the step-parent's presence. This can be made clear with the biological/adoptive parent(s) prior to or at the meeting.

\*In most instances, step-parents and biological/adoptive parents work well together and are both involved in the raising of the children. In these cases, it simply needs to be made clear by the biological/adoptive parents that they agree to disclosure to the stepparents.

#### **CHANGE IN STUDENT INFORMATION/WITHDRAWAL OF STUDENTS**

It is a responsibility of the parent/guardian to notify school administration as soon as possible that their child will be withdrawn and/or of a change of address, home or work telephone number, or emergency information during the academic school year.

#### **EMERGENCY PREPAREDNESS**

##### **Fire/Evacuation/Lockdown Drills**

In accordance with Rhode Island State Law, fifteen (15) drills are conducted during the school year. Two (2) of the fifteen will be lockdown drills (conducted in September & January) and two (2) will be evacuation drills. At least one emergency drill be conducted within each month during the school year (2 within the first 30 days of school). Fire/evacuation drill instructions are posted in each room. Students are familiarized with fire drill procedures at the beginning of the school year.

##### **Megan's Law [Rhode Island Sexual Offender Law]**

The Rhode Island Sexual Offender Law (Title 11, Chapter 37.1) is a system for registration of sexual offenders and for notification to the public that a sexual offender lives or may soon live in the community. If requested by the North Providence Police Department, school principals or designee of the School Department are required to provide the police department with a directory of the names and addresses of all parent(s)/guardian(s) who have children in school. The police department will use this information to provide you with sexual offender notification. The notification will include the name, photograph, and address of the sexual offender. Unless you choose otherwise, as parents/guardians of a child attending public school, your name and address will be sent to the police department and you will receive sexual offender notification from the police department. You have the right to have your name and address excluded from the directory now or at any time your child attends school by simply writing to the school with your request or opting out on the Student Information Form

## **ANNOUNCEMENTS, CANCELLATIONS, AND DELAYED OPENINGS**

When inclement weather causes the cancellation, delay or early dismissal of school, announcements can be heard on the following local stations:

AM Radio WPRO 630; WHJJ 920  
FM Radio WPRO 92; WPJB 101  
Television WJAR Channel 10; WPRI Channel 12

### **Cancellation of School**

Each year the Superintendent's Office publishes and distributes complete information related to cancellations, delays, and early dismissals. What follows is a summary.

The weather and road conditions are often quite different in several parts of town. The decision to hold school is based upon the general conditions. Some isolated areas may experience much worse weather, and parents must use their own judgment before putting a child on a dangerous road to walk or wait for a school bus. The methods of notification for school cancellation, delays and early release are: 1) Broadcast on Channels 10 and 12, as well as radio stations WPRO and WPJB; 2) Posted on the school web page <http://npsd.k12.ri.us/>; 3) Send a message using Skylert Parent Notification System.

### **Delayed Opening**

All school opening schedules may be delayed up to 1 hour for inclement weather. This means all bus pick-ups will occur 1 hour later than usual. Parents who drop off children should drop them off at school 1 hour later for a 1 hour delay.

### **Early Release**

An early release means that the North Providence Middle School would begin dismissal early.

- If it becomes necessary to release students early due to approaching or impending inclement weather, notification will be made by 12 noon.
- Family Emergency Plan. Parents/Guardians should make arrangements to have someone meet their child at home or at their stop if they are unable to be there or make "emergency" arrangements for their child to go directly to an alternate location. It is imperative that parents/guardians have a plan in place for your child's safety should an early release occur.

### **Emergency Closing**

An individual school may be closed while the rest of the schools in the district are in session due to an emergency situation at that particular school (for example, no heat, broken water pipe, electricity problem.)

Methods of notification for school cancellation are:

- Broadcast on Channels 10 and 12, as well as radio stations WPRO and WPJB;
- Posted on the school web page <http://npsd.k12.ri.us/>
- Skylert Parent Notification System will send out a message.

## **LIBRARY MEDIA CENTER**

The North Providence Middle School Library Media Center strives to provide support in all areas of the curriculum. Our collection is constantly growing and changing to accommodate the needs of the educational community. Our focus is not only on developing information literacy skills, through the use of technology and print sources, but is also strongly centered on fostering a love of reading.

### **Circulation Policy:**

- Students are typically limited to 4 books at a time.
- Loan period is 15 school days.
- Students may renew materials as long as no other student is waiting for them.
- Students are responsible for lost and/or damaged materials. These materials must either be paid for or replaced unless otherwise specified by the librarian.

## **GUIDANCE & SCHOOL COUNSELING SERVICES**

### **North Providence School Counseling Mission Statement**

The mission of the North Providence School District's Comprehensive School Counseling Program is to support all students so that they may meet high academic and ethical standards within a supportive and safe environment. It is based on the belief that all students are self-directed lifelong learners and have the ability to acquire the academic, career, and personal/social development skills necessary to become responsible citizens of society.

### **North Providence Comprehensive School Counseling Philosophy**

The counselors in the North Providence School District believe that:

- All students have dignity and worth;
- All students have the potential for learning and to meet high academic standards;
- Education is a responsibility shared by the students, parents, staff, and community and is based upon an atmosphere of mutual respect;
- All students should have access to opportunities that will assist them in developing personal, academic and career choices.

The North Providence School District School Counseling Program will:

- Serve all students;
- Consider the individual needs of all students;
- Provide a developmentally appropriate school counseling curriculum;
- Follow the professional mandates and ethical guidelines promoted by the Rhode Island School Counselor Association and the American School Counselor Association.
- Maintain compliance with the Rhode Island Framework for Comprehensive K-12 School Counseling Programs.

Professional school counselors are trained in both education and counseling, allowing them to function as a facilitator between parents, teachers, and students in matters concerning the student's goals, abilities and any areas needing improvement. School Counselors are professional educators with a



mental health perspective who understand and respond to the challenges presented by today's diverse student population.

All students are assigned a school counselor and have access to them as needed throughout the school day. Our counseling services are used to support our students' individual needs, as well as our school's collective needs

### **Counseling Services:**

Individual and small group counseling:

- Crisis intervention counseling
- Conflict resolution and peer facilitation
- Consultation/collaboration
- Referrals
- Student advocacy
- Advocate for individual students
- Advocate for change in the school and in the district
- Raise awareness of issues conflicting with 21st century learning

### **INDIVIDUAL LEARNING PLANS (ILPs)**

Individual student planning is comprised of activities in which school counselors meet with all students individually, with family members, in small groups or in classrooms to assist students in establishing short and long term goals; developing personal-social, and career plans; and exploring postsecondary options. The expectation is that schools will develop a data-rich profile of each student. The information in this profile would be the basis for an individual learning plan that could ease the transition between grades or schools and ensure proper placement.

The ILP encompasses strategies for responding to and recording each student's academic, career and personal/social/emotional development and follow the student through high school. ILPs are a mapped academic plan and profile that reflect each student's unique set of interests, needs, learning goals and graduation requirements. A team, including the student, his/her family, the school counselor, advisor/teacher, and/or mentor, help write an ILP, which includes authentic and challenging learning experiences that help each student succeed. As a team, they are mutually responsible for helping the student with his/her personal curriculum and they regularly review, evaluate, and update the ILP as the student progresses. The process allows students to become active, responsible participants in their educational development and planning. (RIDE, 2004)

Every student must also take ownership and assume responsibility for his/her academic achievement, affective learning, and development. Individual planning provides opportunities for each to plan, monitor, and evaluate personal progress. Likewise, parents/guardians have a responsibility to review their child's individual learning plan and be involved in his/her academic life and post-secondary planning.

### **MEDICAL INFORMATION/HEALTH SERVICES**

- The North Providence School Department through its Certified School Nurse-Teachers provides individualized and population-based health services to all students enrolled in the school. The primary responsibility for student health and medical care, however, remains in the hands of the parents. Any changes in a student's health should be reported to the school and updated on his/her health form.

- Students who become ill/injured during the school day are to report to the school nurse. The nurse will assess the student and determine whether the student should be dismissed and notify the parent/guardian. Students may be dismissed home ill by the School Nurse, Administrator, or other qualified individual assigned by the Administrator.

**A. The School Nurse-Teacher is available from 8:20 a.m. - 2:35 p.m. daily.**

- A student MUST have a written pass from the teacher whose class he/she is missing. (Except in the case of an extreme emergency)
- When a student comes to the nurse's office at the end of a class he/she will not be admitted and will be sent to the teacher of the class they are expected in to obtain a pass.
- If in the nurse's judgment a student is too ill or injured to obtain a pass, the nurse will notify the teacher that the student is in the nurse's office.

**B. Illness Procedure**

- Students who are suspected of having a communicable disease are to remain out of school and be evaluated by a licensed health care provider. To prevent the spread of illness, infectious students cannot return to school until written documentation clearing him/her for return to school is obtained and provided to the school nurse.
- Children with temperatures 100.0 or greater or has a contagious illness (including vomiting/diarrhea) will be dismissed home ill. Very important ~ Your child cannot return the very next day. Children should be fever/symptom-free without the use of medication for a minimum of 24 hours before returning to school. In addition, children should not return to school until tolerating food/fluids, stool is formed, and they are able to make it through the day without frequent visits to the lavatory.
- Emergency care of sickness and accidents is given by the school nurse or other qualified faculty members. Telephone numbers where parents can be reached as well as the name of the family physician are requested from students the first day of school.
- For illness, injury, or other required medical attention, parents will be notified promptly and asked to furnish transportation home or to the family physician or the hospital. If immediate medical attention is required and the parents or other emergency contact members cannot be reached then the school department will arrange for ambulance transportation if warranted.

**C. Medication Administration ~ Secondary Level**

- Daily Medication: Students requiring prescription medication during school hours must first submit a completed medication authorization form to include written authorization by a licensed health care provider and signed consent by a parent/guardian. Medication MUST be in the original labeled prescription bottle.
- Inhalers and EpiPens: Inhalers and EpiPens may be self-carried and administered by the student ONLY if the prescribing physician and parental permission is received in writing and given to the school nurse/teacher.
- EpiPens may be self-carried on school buses following the guidelines.
- Short-term Medication: Students requiring prescription medication for a short period of time (e.g. antibiotics) during school hours must submit the medication to the school nurse in the original prescription bottle accompanied by written consent from the parent/guardian AND a written order from the prescribing physician.

- Over the Counter (OTC): All students are required to have an over the counter release form on file each school year in the nurse's office in order to receive medication during the school day. This form is sent home the first day of school and should be signed and returned to the school nurse the following day. Medication will only be administered if the consent form is on file.
- Other OTC medications may be held and dispensed by the school nurse if written physician/parental consent is received AND medication is sent in its original container.

#### **D. 7th Grade Requirements**

- All children entering 7th grade are required to be up to date on their immunizations **PRIOR TO ENTRANCE**. This is the perfect opportunity to review your child's immunizations with the doctor to ensure your child is protected from all vaccine-preventable diseases.
- A general health examination and health clearance is required upon entry to the 7th grade. This exam may be performed during the 6th grade.
- In addition, 7th graders are required to be up to date in the following immunizations: Booster of Tdap vaccine (if it has been 5 years or more since the last dose), Four (4) doses of Polio, two (2) doses of MMR, three (3) doses of Hepatitis B vaccine, two (2) doses of Varicella (chickenpox) vaccine or a statement signed by your child's doctor stating history of having had the disease , one (1) dose of HPV, and one (1) dose of Meningococcal vaccine.
- The North Providence School Department may require additional health examinations in order to ensure the mental and physical health and well-being of each child to participate in classroom, athletic, or special activities sponsored or conducted by the school.

#### **E. 8<sup>th</sup> Grade Requirements**

Beginning August 1, 2016, all students are required to show proof of two (2) doses of HPV prior to entrance into grade 8.

#### **F. Annual Health Screenings**

- Vision Screening for all 7th graders will be conducted unless written documentation is presented to the school nurse-teacher that the student has received a similar screening within the preceding six (6) months by an Ophthalmologist, Optometrist, or licensed health care provider. The student will be exempt from the screening for that school year.
- Scoliosis screenings are performed for all students in grades 6-8. A student may be exempt from this screening with written proof of having had similar screening performed by the child's primary care provider. The student will be exempt for that school year.
- Dental Screenings are performed for all 7<sup>th</sup> graders. A student may be exempt from this screening with written proof of having had similar screening performed by the child's primary care provider. The student will be exempt for that school year.
- The school nurse-teacher will notify the parent in writing should a student fail minimum requirements of the screening. The parent will provide the school with appropriate documentation stating diagnosis/treatment once follow-up has been completed.

## **F. Health Insurance**

Optional accident insurance is available to all students through the school at nominal cost. This policy covers the student while attending school, while traveling to and from school, and while participating in or attending school-sponsored activities. The student must report all accidents or injuries immediately to the teacher or advisor.

## **ACCEPTABLE USE POLICY**

***This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.***

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will not post personal information about my life, experiences, experimentation or relationships. I will not be obscene.

**Protect Yourself.** I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's spaces or areas.

**Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

**Respect School Property.** I will take care of any school equipment or tools that I use. I will let a teacher know if any equipment is not working properly or needs to be repaired.

**Don't Steal.** I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these.

**Honor Intellectual Property.** I will request permission to use resources and suitably cite any and all use of websites, books, media etc.

**Respect District Safeguards.** I will respect and honor the safeguards put in place by the district to protect the safety of the school community. Bypassing internet filters, utilizing keyloggers, etc.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner.

I, agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences.

## **STUDENT POLICY**

### **Use of the Internet and Electronic Communications**

All users of the North Providence School District computer systems by either students or employees are subject to this Acceptable Use Policy (AUP). This bulletin will undergo periodic review to ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

### **Philosophy of use**

Access to computers, computing equipment, e-mail and the Internet enables students to explore thousands of libraries, databases, and Web sites while exchanging messages with Internet users throughout the world. The district provides students with computing and Internet access to further educational goals and objectives. However, students may find ways to access materials that are illegal, defamatory, inaccurate, or potentially offensive to some people. The district believes the benefits of access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages.

### **Student rights and responsibilities for using the district network**

The district provides a computer network for students who agree to act in a considerate and responsible manner. The network is available to conduct research, save student work and files, and communicate with others via email.

Access is a privilege, not a right, and therefore, entails responsibility. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. All users will comply with all district regulations and will honor signed agreements. Students and parents shall be required to sign the North Providence School District Acceptable Use Policy annually before Internet or electronic communication accounts shall be accessed and be allowed.

Personal Internet use, Students' home use, and personal Internet use can have an impact on the school and on other students. If a student's personal Internet expression - such as a threatening message to another student or a violent Web site - creates a likelihood of material disruption of the school's operations, the student may face school discipline and criminal penalties.

## **TEACHER SUPERVISION**

During the instructional day, teachers make reasonable efforts to supervise student use of the district's Internet system in a manner that is appropriate to the student's age and circumstances of use.

### **Student IDs and passwords**

The district may provide any student with a unique Internet ID and password for that student's use only. All secondary students will receive an email account and elementary students by request for Teacher led projects. Students shall not share their passwords with anyone else, nor shall students use anyone else's password, regardless of how the password is obtained. Students who suspect that someone has discovered their password should contact a teacher at their school immediately. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

### **Protection of identifying information**

When sending electronic messages on the district's network or to users outside the network, students shall not include information that identifies themselves or other students. Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Students shall identify themselves by first names only.

Students shall not meet in person anyone they have met only on the Internet; and Students must abide by all laws, this Acceptable Use Policy and all District security policies.

### **Using proxy sites to bypass district filters**

Any use of school systems to bypass the established proxy server will result in disciplinary action.

### **Access to restricted use and physical computer damage**

Student use of school district computer equipment and network is limited to the educational purposes. Improper uses include, but are not limited to, gaining illegal access to school district records, files, computer programs, student records, and other information maintained by the school district.

Students shall not damage district or outside computing devices, systems or networks or interfere with another's ability to use a computing system or network. Students shall not bypass or disable district network security systems.

## **Use of non-district software and applications**

Students shall not install any non-district approved application software on the district network or school workstations.

Students may NOT download inappropriate files onto district network resources, district accounts, onto devices. Inappropriate files include, but are not limited to, games, music, video or audio files, or material protected by the district's filtering or blocking software.

## **Filtering software**

In compliance with the Children's Internet Protection Act (CIPA), the district has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors, such as sexually explicit or other inappropriate materials. The software works by scanning for objectionable words or concepts as determined by the school district.

However, no Internet filter is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Students shall not use the school district's network system to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate. Students shall not tamper with the filtering service.

## **Cyber bullying**

North Providence School District does not tolerate bullying and harassment.

Students shall not use any Internet or other communication device, such as cell or telephone to intimidate, bully, harass, or embarrass other students or staff members. Students who engage in such activity on school grounds or who engage in such activity off campus and create material disruption of school operations shall be subject to the penalties outlined in the NPSD Safe School Act Statewide Bullying Policy as well as possible criminal prosecution.

## **Intellectual Property**

I will request permission to use resources and suitably cite any and all use of websites, books, media etc. I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these.

For more information about copyright, please see <http://www.copyright.gov>

## **District Access to Student Files and Emails**

Students should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on the school computer network or store in student directories.

The Director Technology or other designated district employee may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files and may remove them, if warranted.

## **PERSONAL MOBILE TECHNOLOGY**

HS/MS students may bring cell phones, tablets, e-readers, and other communication devices to school as long as they do not disrupt the educational process. Individual schools and teachers may impose additional restrictions. The district is not responsible for the loss, theft, damage, or vandalism to student cell phones or other student electronic devices.

## **Inappropriate Photos/Videos/Media**

It is an explicit part of this policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events or on school buses or other vehicles provided by North Providence Schools. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion.

School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. Students and parents need to be aware of the consequences - some of them life-altering of having sexual material at school, including on your cell phone or other electronic communication device.



## Discipline

North Providence School District may apply discipline up to and including suspension and/or expulsion for specific student violations of the Internet and Electronic Mail Permission and Use Regulations. Students who violate the Internet-use rules set forth in this regulation will be subject to the penalties established in the Code of Student Conduct.

Students are expected to review the student handbook before using school computers or the district network. In addition, violations also may result in:

- Immediate removal from the computer network at any time without warning.
- Removal from the computer network for a specified period of time as determined by the principal, if the violation is limited to one computer and/or is contained in the school building.
- Removal from the computer network for a specified period of time as determined jointly by the principal in consultation with the Director of Technology and the other district staff, if the violation significantly threatens or damages district wide network resources, i.e., Web site, e-mail network, online grading system, etc.
- Permanent removal from the computer network for the duration of a student's enrollment in the district as determined by district administration.
- District retains right to terminate access
- North Providence School District technology staff may terminate a user's network access and this agreement at any time without warning.
- Unauthorized computer or network use subject to prosecution
- Students who engage in unauthorized computer or network use may be subject to imprisonment, fines, and civil liability under applicable state and federal laws. Unauthorized computer or network use may also result in disciplinary measures consistent with the school district's policies and regulations, including suspension and expulsion.}

Nothing herein shall be deemed to prevent a teacher or instructor from establishing additional rules and conditions, subject to the ultimate control of the district administration and the District's School Committee.

## **DRESS CODE K-12**

In order to enhance the educational environment and promote proper personal growth habits, a dress code has been established for the North Providence Public Schools. The purpose of this code is to remove distracting, disruptive, inappropriate, offensive, and unsafe clothing, footwear, accessories, and apparel from the educational environment. The code has been written not to infringe upon the individuality of the students, but rather to create a safe climate conducive to teaching and learning.

Students are required to comply with the following:

1. Articles of clothing must cover the torso, to be appropriate to the school environment and/or non-disruptive in the classroom. No tank tops, muscle shirts, halter-tops, shorts or short skirts having lengths that are above fingertips when arms are by student's side, etc.
2. Sunglasses may not be worn in school, unless medical reasons exist.
3. No hats, hoods, or any other type of headwear, may be worn within the building by any student, unless medical reasons exist.
4. No clothing that promotes alcohol or drugs, violence, profanity, illegal activity, or is obscene, as the word is construed by the United States Supreme Court decisions, shall be worn in a school building.
5. Coats and/or gloves worn as outerwear may not be worn within the building during school hours.
6. Any electronic device including, but not limited to, lasers, cell phones, gaming devices, music players with headphones/earbuds, and games/toys are not allowed to be used in schools without permission of the Principal.
7. No flip-flops or backless shoes should be worn at the elementary level for safety reasons. All students must wear appropriate footwear for physical education class.

The School Committee recognizes that a student may be exempt from the provisions of the dress code if granted by the building Principal upon presentation of substantive evidence. All exceptions will be reviewed periodically by the Principal.

### **PHOTOGRAPHS/SCHOOL PICTURES**

Student photographs will be done in the fall of every school year. Parents and guardians will have a chance to purchase photo packages from the photographer at this time. Retakes will be scheduled approximately 4-6 weeks for students who were absent or not satisfied with their photograph. Inappropriate pictures will not be included in the yearbook. All students must have photographs taken for the school's information system.

### **LOST AND FOUND**

Students are responsible for their own possessions. When sums of money, wallets, handbags, glasses, and articles of jewelry are found, they are to be turned in to the secretary in the Main Office. All other items will be sent to the Lost and Found in the cafeteria. Inquiries for lost items should be made before and after school. It is the duty of a good school citizen to turn in all found articles as soon as possible.

### **FOOD AND DRINK**

Food and drink other than water are not to be consumed anywhere in the building other than the cafeteria. Students will be allowed to carry water with them to classes. If the consumption of water becomes a distraction to the learning process in any individual class, that teacher may ban water bottles from their classroom. Delivery of fast food, pizza, etc., at any time to the school is prohibited without the approval of the administration.

### **CARE OF SCHOOL PROPERTY**

Unnecessary abuse of the school grounds or buildings and school property will not be tolerated. This applies to the use of lockers, books, and all other school equipment. Students and their parents will be held financially responsible for obvious violations. This can also result in suspension from school for students.

### **ELECTRONIC DEVICES**

Between 8:30 a.m. and 2:35 p.m. all electronic devices must be kept in lockers unless permission is granted by administration; otherwise, disciplinary action and/or confiscation will result:

- 1st confiscation will result in parent having to pick the device up at the Main Office.
- 2nd confiscation will result in suspension from school. Examples include, but are not limited to: cell phones, iPads, electronic books (Kindle), iPods, radios, headphones, cameras, camera phones.

Students will not use camera phones or take pictures of anyone without receiving permission from administration beforehand. This also applies when students are traveling on the bus to and from school. Taking pictures without permission could result in disciplinary action.

### **Personal phones are not to be used in school**

The administration urges parent/guardian support in the issue of cell phones. It is understood that a child possess a cell phone to keep in touch with a parent/guardian at all times; but during the school day, it is imperative that parents contact the office to get in touch with their

son/daughter and not call the child's cell phone directly. Receiving telephone calls during the school day is disruptive to the educational process. Cell phones must be kept in a student's locker and turned off; it must not be seen, heard, or used during the school day. Students are not allowed to use any personal electronic devices during the school day. Electronic devices of any kind are not allowed in the school. This includes, but is not limited to cell phones, MP3 players, IPODs, Gameboys, etc. Any of the above mentioned devices will be taken by the teacher or administrator in charge. Additionally, students may incur disciplinary consequences.

Due to the magnitude of this issue, students will be suspended for **defiance of authority** if adherence to this policy is not followed.

### **SECTION B – ACADEMICS TEXTBOOKS-- ISSUED AND RETURNED**

Textbooks are furnished by the Town of North Providence to each student attending school. Each classroom teacher issues the books. These books should be covered, handled with care, and returned to the classroom teacher at the end of the school year; when the subject has been completed; or when the student withdraws. Payment will be required for lost or damaged books, and it is expected that these will be completed by the end of each grading period. If a student loses a textbook, he/she should report this to the classroom teacher. The student should check the Lost and Found Department. If the book has not been found or returned, the student must pay for the lost book before another book can be issued. If the lost/paid book is then returned to the teacher, the faculty treasurer will refund the amount paid. The fee for a lost textbook is the current full price of a new textbook. The fee for a damaged textbook is one-half the current price of a new textbook, or a mutually agreed upon amount. Determinations will be made by the assistant principal. Appeals can be made first to the assistant principal and then in writing to the principal. The school reserves the right to prohibit a student from participating in extra-curricular activities (including, but not limited to, athletics, dances, etc.) if a student has not reimbursed the school within ten (10) days of being notified of an outstanding balance.

### **MIDDLE SCHOOL STUDENTS' STANDARDS FOR PROMOTION**

Students who fail two or more core classes will need to make up course work in summer school. Students who fail three or more core courses will be at risk for retention. An out of district summer program is available for students who need academic assistance during the summer. The North Providence Middle School Guidance office can be contacted for further information.

### **NPSD GRADING POLICY K-12**

Grades are an important measurement of a student's success in school and should represent a student's academic achievement of state standards. Student work habits will not be calculated in student grades and will be reported separately.

At the secondary level, a variety of assessment methods including formative assessments, interim assessments, and summative assessments will be used to monitor and evaluate a student's depth of understanding of course content and standards. Grade marks on the report

card will be a numerical average based on assessments/assignments taken throughout each quarter.

At the elementary level, all student work evidence available for each standard assessed with formative assessments, interim assessments, and summative assessments will be reviewed each trimester. Grade marks on the report card will reflect the student's individual growth towards or mastery of state standards (or other content standards for non-core areas).

**Grading Scale:**

Elementary level (grades K-5) grading scale:

- 4 – Exceeds the Standard/Expectation
- 3 – Meets the Standard/Expectation
- 2 – Approaches the Standard/Expectation
- 1 – Does Not Meet the Standard/Expectation
- N/A – Not Assessed at this Time

Secondary Level (grades 6-12) grading scale:

- A 100-90
- B 89-80
- C 79-70
- D 69-65
- F 64 and below.

A final average of 65 or greater is considered passing the course. Successful completion of courses aligned to state and local content standards is the core indicator of student proficiency. Students are considered meeting proficiency on individual assignments/assessments when scoring a 70 or greater.

**REPORT CARDS**

Report cards are issued four times a year at ten-week intervals. If, due to an extended excusable absence a student has not completed his/her work for the grading period an "Incomplete" is used. The "Incomplete" cannot be issued unless approved by an administrator. The student is expected to make up this work within a few days after returning to school. Upon completion of the incomplete work, the teacher will inform the guidance secretary of the grade so that the report card can be corrected. In cases of extended illness, this time may be increased by arrangement with the teacher. Parents are encouraged to contact guidance counselors if any difficulty arises

Work which is incomplete at the end of a marking period that is not related to student absence due to illness is graded at zero (0) unless a previous arrangement has been made with the teacher. Barring such agreement, work submitted after the due date is not acceptable for credit.

## **ELECTIVES OFFERED**

- Band
- Chorus
- Art
- Tech-Ed
- Foreign Language

## **PROGRESS REPORTS**

Progress reports are given out at the midpoint of each quarter. Progress reports are given out on an as-needed basis. Reports must be taken home, signed by a parent/guardian and brought back to school the following day. Failure to have the report signed and returned will result in after school detention until the progress report is returned.

## **ACADEMIC HONORS**

An honor list is announced at the end of each marking period. This coveted list includes the names of those students who have earned either honors or merit list. Criteria for honors and merit list include **all subjects**.

**Honors** – no mark lower than 90 in major areas.

**Merit List** – an average of 85 or better in all major subjects meeting every day. Marks below 80 in any major subject and/or a failure in a minor subject eliminates a student from consideration for honors.

## **PROMOTION AND RETENTION POLICY**

For the students in grades 6, 7, and 8; failure of a course is 64% or below for the yearly average. In accordance with the following criteria, a student may be allowed to make up failing grades in summer school. The first notice of failure is sent home in the quarter 1 report cards. (See letter on handbook page)

Grades 6, 7, and 8

- Students may take no more than two subjects in summer school.
- Students must attain a minimum failing average of 55 in the subjects failed to attend summer school. An average below 55 will constitute a permanent failure and may not be made up in summer school.
- The principal will monitor the policy as written for compliance.
- Summer School must be at an accredited institution
- Students must receive a minimum grade of 75 in summer school in order to average out to a passing grade of 65 for the school year to receive North Providence credit.
- Students with only one failure for the year in a major subject will be promoted to the next grade without going to summer school.
- Students with two or three failures for the year must make up subjects in summer school so that only one failure remains.
- Students with more than three failures in major subjects will be retained in the same grade.
- If subjects failed are not made up in summer school, so that a maximum of one failure grade remains, the student will be retained in the same grade.

- For any student who is currently under an IEP, 504, or CAST Plan, summer school attendance will be determined on a case by case basis.

Note: Any deviation from the above criteria must be approved by the Superintendent of Schools.

### **GRADE 8 END-OF-YEAR EXPECTATIONS**

During the 4th quarter, 8th grade students are given the opportunity to attend many special events including, but not limited to, the 8th grade dance, the 8th grade class trip, and the Moving Up Ceremony. Any student who does not meet the middle school behavior or attendance expectations, or who is in danger of retention or having to go to summer school at the time of the 8th grade dance or the 8th grade class trip, will not be able to attend these events. Furthermore, students who are required to attend summer school or who will be retained will not be allowed to attend the Moving Up Ceremony.

Parents will be notified quarterly of current failures and the potential risk of summer school or retention. (See letter on handbook page 54.)

### **HONESTY AND INTEGRITY IN ACADEMIC WORK**

It is expected that all students will demonstrate honesty and integrity in their academic work. Work that is submitted in a dishonest fashion will not be accepted and dishonest behavior will be subject to disciplinary actions.

### **HOMEWORK**

Homework assignments will vary depending upon the level and type of course. Students should expect and plan for the completion of daily homework. Homework guidelines will be discussed in each class. Each class period shall involve a careful presentation of any homework assignment with special attention given to the rationale and relevance of the assignment. Long-range assignments or projects shall be given in written form to each student with directions and responsibilities clearly enunciated.

\*Homework assignments will be posted on Skyward

North Providence Middle Schools believe that homework is an integral part of our system of learning and that all students are capable of being successful. We are fully aware that this success is a cooperative effort between school, home, and the student.

Homework is used as preparation for a new lesson or reinforcement of an ongoing lesson. To this end, homework is used in class on the due date as part of the lesson. Therefore, we expect students to hand in homework on the date it is due. Failure to do this may result in loss of partial or full credit for the student.

Students should arrive in each class prepared with the previous night's homework. Teachers have the discretion to allow a student to go to his/her locker to retrieve

homework; however, if a student consistently forgets homework in the locker, teachers will not permit the student to return to the locker.

All students should attempt to do their homework. In cases where the student does not understand the homework, the student should still attempt to complete the homework demonstrating effort and a willingness to try. When the student attends class the following day, he/she should inform the teacher of the difficulties encountered in completing the homework.

In the case of absence from school, students will have the same number of days to make up work as the number of days they were absent. For example: a student who was absent three days will have three days to make up for the missed work. When a long term, major project is due, teachers have the discretion to expect the project to be turned in on the day it is due. If a student is absent on the due date, effort should be made to have the project delivered to school. Otherwise, the project must be submitted upon the student's return to school. If a student is absent for one or two days, he/she may contact a classmate to learn what homework has been assigned. When a student is absent for three or more days, a parent/guardian may call school for assignments.

Teachers may at times allow/require students to redo certain homework assignments if the original assignment does not meet certain minimum expectations. Additionally, as educators, we understand that there are times when a situation at home may prevent a student from completing homework. Should such an extenuating circumstance occur, please call the school or send a note to the homeroom teacher.

Homework is an extension and application of learning initiated by the teacher in school and continued at home by the pupil. Homework is assigned to:

1. Develop study skills and work habits.
2. Develop the power to work independently.
3. Provide essential meaningful practice in needed skill areas.
4. Enrich school experiences.
5. Develop skill in utilizing outside resources.
6. Develop an individual sense of responsibility.

The time required for quality homework for each individual varies with the learning experience and the child's growth and development. Time spent will also vary from one assignment to another.

It is the responsibility of students who have missed work due to absences to check with their teachers concerning make-up work. If students wish to receive credit for this work, the assignments must be completed within a reasonable time that will be determined by the teacher.



### **MAKE-UP WORK POLICY**

It is the *responsibility of the parent/guardian and student to arrange with his or her teacher* to make up for all academic work missed. Reasonable - within five (5) school days - make-up opportunities shall be offered. Failure to do so can result in adverse academic consequences.

A student absent from school from one (1) to three (3) days will have one (1) class meeting per absence to make up missed work beginning on the initial day they return to school.

For students absent from school for periods of more than three (3) days, schoolwork will be made available by teachers through the student's guidance counselor. All work assigned during the period of suspension will be due the day the student returns to school. Missed tests or quizzes must be arranged to be made up with subject area teachers.

In the event that a student is absent on the day a long-term project/assignment is due, the grade for that assignment will be reduced at the discretion of the teacher. Should the student submit verifiable documentation for the absence (medical, dental note, etc.), the grade reduction may be waived.

Serious long-term illness make-up will be made at the discretion of the teacher(s) and guidance counselor.

In the event you choose to take a family vacation while school is in session, students will be given all of his/her assignments upon return to school. Students will have two weeks to complete all assignments. It is the student's responsibility to meet with the teacher and request the homework and any other class assignments. It is also recommended that students make their teachers aware of upcoming vacations.

Any student that makes arrangements with a teacher to make up work at an arranged time and fails to do so will be assigned a zero (0) for the work in question.

### **SUMMER READING**

The mission of the NPMS Summer Reading Program is to engage the interest of all students, build confidence in their ability to read, and develop an appreciation of reading that will continue throughout their lives. All students entering North Providence Middle Schools are required to complete summer reading.

### **PHYSICAL EDUCATION**

#### **A. Physical Education Procedures**

Appropriate PE attire is required.

- Shorts, t-shirt, sweats
- Sneakers and socks
- Sweatshirts/sweatpants for outdoor activities are suggested.

All students will change in the locker-room and move to gymnasium when finished. Students will then report to a Core Station Initiative (CSI) station. After completion of CSI's, students fill out data logs and report to exercise spots for attendance.

- Approximately five (5) minutes will be allotted to change before and after PE class.
- Approximately six to eight (6-8) minutes will be allotted for CSI stations.

All students will then complete stretches/exercises and either an indoor or outdoor warm-up jog

After completion of all above, students will then get a choice of activities to participate in for that day, students will remain in activity chosen for the entire class and then get an opportunity to choose a different activity the next class.

### **B. Physical Education Excused Absences**

- A signed note from your doctor/school-nurse is required to be excused from class.
- Excused notes must be given to your PE teacher at the start of class, excessive notes will be questioned.
- Students participating in Physical Education must be dressed in a manner befitting the sport or activity under the direction of the Physical Education instructors.

### **C. Physical Education Grading Practice**

- Any student that has not changed into the appropriate attire will not be able to participate that day and will be given an alternate assignment to receive partial credit.
- If a student chooses not to participate without a written excuse, they will receive a zero (0) for the day.
- Students receiving three (3) zeros throughout the courses of the quarter will receive a progress report and detention for each missed class.
- Students receiving four (4) zeros throughout the courses of the quarter will receive a failing grade for that quarter.
- All grades will recycle back to a 100 (A) average at the beginning of every quarter.

A full description and explanation of the PE grading practice is also available in the message center on Skyward.

### **North Providence School Department Grading Practices**

#### **Graded Assignments:**

In general K-12, any assessment/task can be used for either formative, interim or summative purposes. The differences occur based on when the assessment/task is given and what is done with the information collected. For an assessment or task to be formative, the information collected must be used by the teacher to improve student learning during the course of

instruction, not after a unit of study has been completed. Formative Assessment data is used by the teachers to learn about students' knowledge, their skills, to improve their learning, to provide feedback to students, and to guide further instruction. Formative Assessments are not calculated into the total grade.

Interim assessments/tasks are given throughout the school year. Interim assessments are as their name implies, an in-between measure of movement towards meeting standards. Interim assessments/tasks are graded and used to analyze student data to find the gaps in learning and plan for further instruction before the end of the quarter, trimester, semester, or end of the year. Feedback must be provided to students to help improve learning.

Summative assessments/tasks are graded and typically given at the end of a unit of study or grading period. Feedback must be provided to students to help improve learning.

At the secondary level, Interim and Summative tasks/assessments will determine 90% of the grade. All tasks/assessments should be returned to students in a timely manner to ensure they have the most up-to-date feedback and grade mark. Homework completion/preparedness may account for a maximum of 10% of the total grade.

In grades K-12, an Incomplete quarter/trimester grade may be assigned with administrative approval only; any incomplete assignments must be completed by an administrator approved deadline.

#### **Homework/Preparedness:**

Homework may be assigned in order to preview, review, reinforce, or extend concepts in the curriculum. It is critical for students to complete homework when assigned, as it directly impacts their level of understanding. Preparedness to participate in class also falls under this category.

Homework completion/preparedness may account for a maximum of 10% of the total grade. When turned in by the deadline, this homework is given credit for completion. Teachers will use professional judgment to determine the value assigned to partially completed work turned in at the deadline.

These assignments may be discussed with the entire class and used to informally assess student learning and reteach as necessary. Students failing to complete these assignments generally will not get the intended learning benefit. Student work should always receive feedback to further student learning.

#### **Grade Reporting:**

It is expected that schools will make multiple attempts to intervene with and communicate to students and parents about incomplete and failing work. Teachers will record all student grades electronically within the North Providence School Department student information system (Skyward) within two weeks (may be longer for major projects or papers) of the work being completed by students. At the elementary level, the gradebook assignments will be linked to standards. At the secondary level, the assignments will be categorized as Homework, Interim Assessments, and Summative Assessments.

Learner qualities such as effort, attitude, compliance, and behavior are to be reported with a separate mark and not factored in as part of a grade for academic achievement of content knowledge. Elementary teachers will provide multiple learning opportunities for students to demonstrate growth/mastery of the standards. Secondary teachers will provide multiple learning opportunities for students to demonstrate their depth of understanding of course content and standards. A minimum grade of 70% demonstrates proficiency.

### **Grading Special Populations:**

Teachers of English Language Learners, special educators, and general education teachers who provide instruction for a student will collaboratively examine evidence collected to determine a student's grade.

Parents of students with Individualized Educational Programs (IEP) will receive supplemental information on progress toward the attainment of IEP goals at the time report cards are issued, consistent with federal and state requirements.

Parents of English Language Learners will receive supplemental information on progress towards language development at the time report cards are issued based on CAN DO descriptors developed by WIDA and district ELL Guidelines.

### **Missing Assignments**

Any missing assignments due to an absence will be recorded in the gradebook and may be calculated as a zero until the assignment is submitted. Assessments and assignments may be made up when a student is absent as stated in the Student Handbook.

### **Reassessment Procedures and Criteria:**

NPSD strives to have all students meet proficiency. When students score below proficiency (2) or lower in elementary, 69% or lower in secondary) on Summative Assessments, additional support will be provided by the teacher and one reassessment may occur when the conditions listed below have been met by the student. Reassessment cannot serve as an excuse to ignore deadlines or serve as an advance preview of an assessment. All teachers MUST allow one reassessment of Summative Assessments once the students have met the following criteria:

- 1) The student must meet assignment due dates (unless excused absence from school).
- 2) The student must make a concerted effort at reaching proficiency on the first attempt.
- 3) The student must make corrections to the original assignment and any other related work as assigned by the teacher that will support the student to reach proficiency. This may include before and/or afterschool sessions with the teacher to review content.

Students that meet the reassessment criteria may then be reassessed within 2 weeks from the date the grade was posted in the electronic gradebook. The Reassessment is not a retake of the original assignment/assessment. It will be a comparable assessment/assignment to reassess the students' understanding of the standards. The electronic gradebook will reflect a new grade mark (elementary score of 3 or secondary score of 70) if the student reaches proficiency.

**Professional Development:**

Professional development will be provided by NPSD on Grading Best Practices utilizing Skyward Student Information System electronic gradebook for all teachers and standards based report cards for elementary teachers. NPSD Grading Practices will be implemented by all instructional staff.

**COACHING**

Every teacher has a coaching night. The coaching night is for students to meet with their classroom teacher for extra help outside the regularly scheduled class. Coaching is from 2:35-3:10pm where teachers are available for extra help.

Please refer to schedules on Middle School Websites.

In addition to a teacher's mandatory coaching night, students are encouraged to ask their teachers for extra help when needed. Many teachers stay after school on many days in the course of the week.

**NATIONAL JUNIOR HONOR SOCIETY****What is the National Junior Honor Society?**

The purpose of the National Junior Honor Society is to recognize outstanding middle school students and prepare them for possible entry into the National Honor Society.

Membership in the National Junior Honor Society is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, citizenship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for membership or its benefits.

**How am I chosen?**

Selection is based on grades after third quarter of this school year. Students who wish to join will be expected to maintain the appropriate grade point average by the third quarter. If, at that time, the student has achieved the necessary grade point average, the other criteria for entry will be checked. (citizenship, character, leadership, service) At this time the applications will be reviewed and a final decision will be made.

**Why Would I Want to Join?**

You deserve the recognition that comes with being one of the outstanding students in this school. Also, membership in this organization opens many doors to you that otherwise might not be there. The National Junior Honor Society will put you in a class of students who will more than likely become our country's leaders.

**Leadership:** involved in school activities, has above average problem solving skills, offers a positive influence on peers, keeps a positive helpful attitude, and is responsible, reliable and dependable.

**Character:** takes criticism well and accepts recommendations graciously, has exceptional behavior (cheerful, friendly, stable, honest, respectful), upholds principles of morality and ethics, observes rules, punctuality, and faithfulness both inside and outside the classroom.

**Citizenship:** understands the importance of civic involvement, has a high regard for freedom, justice, and respect of the American form of government, demonstrates mature participation and responsibility through activities such as scouts, community organizations, or clubs.

**Service:** upholds scholarship and maintains a loyal school attitude, involvement in outside activities (church, sports, scouts, volunteer services, family duties), willing to sacrifice to offer assistance to others, does committee and group work without complaining, shows courtesy by assisting visitors, classmates, teachers, and any other person.

## **SECTION C - BEHAVIORAL EXPECTATIONS, & CONSEQUENCES**

### **INTRODUCTION & PHILOSOPHY**

Discipline, order, and responsibility are the foundations upon which society is built. Without these principles--families, communities, and schools, as we know them, could not exist. The most effective discipline is self-discipline. The individual who learns to make proper decisions and complete varied tasks in his life has developed self-discipline.

Self-discipline is considered proper learned behavior. Students must learn from parents, teachers, and other adults the need for discipline. Each student has the right to an education, but he also has the responsibility not to interfere with the education of others. Every student has a responsibility to himself regarding his actions as they affect his fellow students and the school. Every student has the responsibility to attend school daily, to be on time to all classes, and to attend all classes.

### **DISCIPLINE POLICY**

#### **Discipline Philosophy**

The North Providence School Department is committed to a process of discipline and behavior management that maintains a balance between the needs of the educational system and the needs of individuals who are being served. The rules and regulations that exist are intended to prevent acts of disruption and violence, to ensure safety, to maintain an appropriate educational environment and to encourage active student involvement in personal growth and development.

A review of the research indicates that the primary concerns of education are developmental. The developmental needs of students must be addressed if significant student growth is to occur. In view of these needs the North Providence School Department recognizes the importance of an appropriate learning environment and supports the maintenance of a positive school climate that emphasizes:

***Self-Control***  
***Regular Attendance***  
***Order and Organization***  
***Proper Safety and Security***

All North Providence students are expected to accept the responsibility for their actions. They must realize that their actions should promote the positive educational process of the school. Actions or conduct of any student affect the atmosphere in which all must work. Therefore, every student should treat all members of the educational community with respect and courtesy.

**School Rules and Regulations**

It is expected that all students will obey the rules of behavior necessary to ensure that a proper learning environment exists in all North Providence schools. The following list, while not inclusive, specifies offenses for which students will receive disciplinary action.

For policy purposes K-5 will be designated as elementary. Grades 6-12 will be designated as secondary.

**Scope**

This code applies to the school day which covers pre and post school time in school buildings and on school grounds. The discipline code also pertains to any school function or any school related or sponsored activity, whether off or on school grounds.

**Disciplinary Action**

There are three types of disciplinary action:

- A. Detention – which is the loss of free time before or after school.
- B. Short Term Suspension – which is the removal of the student from school or in school from classes, including activities for ten (10) days or less.
- C. Long Term Suspension – which is the removal of the student from school and its activities for more than ten (10) days. School Committee approval is required, including an alternate education plan of continued services according to RI General Law 16-21-27.

**DETENTION OFFENSES:**

- 1. Inappropriate behavior in school buildings, buses, or other areas of the school and its grounds, or at school sponsored events on/off campus. Such conduct is defined as conduct which is disruptive to the education process, activity, event and/or rights of other individuals as described in each school's handbook.

2. Frequent lateness (more than 3 times) to class (grades 6-12).
3. Frequent unexcused lateness (more than 3 times) to school
4. Failure to report after school for a Teacher or Administrator (all levels).
5. Unauthorized absences from class, assemblies, detention, or other assigned activity (all levels).
6. Unauthorized absence from school.

Parents are expected to cooperate with referrals that are made by the Principal or his/her designee. Students must receive 24 hour notice prior to detention assignment date.

#### **WEAPONS AND VIOLENCE IN SCHOOLS:**

With this policy, the North Providence School Department will not tolerate weapons in our schools. All cases will result in SRO/police involvement.

Items in the following categories are defined as **weapons**:

- Any firearm of any description, whether or not it can be fired, (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.).
- Any ammunition which could be used in a firearm.
- Any explosive device of any nature, including firecrackers.
- Any knife or similar bladed item dangerous to others, (e.g., Bowie, Dirck, lock blade, hunting, pen, pick, switchblade, utility, razor, etc.).
- Any martial arts device, (e.g., Chinese stars, nunchaku, etc.).
- Any defensive weapon, (e.g., gas repellent, mace, stun gun, pepper gas, etc.).
- Any other object which school administrative staff could reasonably conclude is capable of inflicting bodily harm, (e.g., blackjack, chair club, knuckles, night stick, pipe, studded bracelet, etc.).
- Any other item by virtue of its shape or design give the appearance of any of the aforementioned, (e.g., air pistol, air rifle, BB gun, look alike, etc.).

**Assault** is defined as an act of physical violence or an aggravated threat of physical violence by a student on another student or staff member.

When considering what constitutes aggravated assault, the factors to be weighed include: age of student(s) involved, seriousness of bodily injury, the state of mind of the individual(s) involved and other factors deemed relevant to the principals or their designee.



No student will possess a weapon or demonstrate an act of violence as defined herein on any school grounds, vehicles or property on which a school activity occurs before, during or after school hours.

**POLICE INVOLVEMENT:**

1. In all cases where weapons or aggravated assault in schools or on school grounds or at authorized school activities on/off campus, local police must be called, and all confiscated weapons are to be turned over to the police department.
2. A log of all confiscated weapons will be kept by the school administration and will be available to be reviewed by the local police on a regular basis.
3. If a student is a special education student, verbally inform police of the student's disability if deemed necessary and appropriate. Send an incident report to the Director of Special Education.

**STATEMENT OF ENFORCEMENT:**

1. This policy will be implemented according to the due process provisions applicable to regular and special education students. For students with disabilities and 504 Plans, the implementation of this policy will be in accordance with approved local procedures, as well as state and federal regulations governing the suspension or removal of special education students from school programs. Serious offenses must immediately be reported to the Director of Special Education.
2. Decisions regarding the specific length of a student's suspension will be made by the appropriate authority or the School Committee. Any student suspended from school may not participate in school functions or be on school premises without express permission from the Superintendent.
3. Each school will undertake activities designed to develop a school wide acceptance of desirable behavior standards, particularly as they relate to school violence and bullying.
  - It is expected that all students report violations of weapons, bullying, assaults and/or violence.
  - Schools are encouraged to keep open communications with parents and the community to support positive behavior.
4. In the enforcement of this policy; building Administrators may authorize, with good and just cause, search lockers and vehicles as follows:

- Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property.
  - School officials may search lockers or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.
  - If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.
5. A parent conference is required prior to the student being reinstated from any suspension.

**DUE PROCESS PROCEDURES:**

**Short-Term Suspension (Up to ten (10) days)**

1. Short-term suspension shall be preceded by an informal conference between a School Administrator, student and any staff member involved. At this time the student can present his/her case.
2. The Administrator will contact parent(s) or guardian(s) immediately to inform them of the length of the suspension and to arrange a parent conference.
3. The Administrator shall, when feasible, within 24 hours of the beginning of the short-term suspension, send a notice to the parent(s) or guardian(s) of the suspended student stating the specific act(s) for which the suspension was imposed.
4. A student will be granted reinstatement after a suspension contingent upon a conference with the Administrator and the student(s)' parent(s) or guardian(s).
5. A reinstated student is expected to make up all assignments that were missed during the suspension.

6. For suspensions of special education students exceeding 5 days, the Director of Special Education must be notified.

**Long Term Suspension (Ten (10) days or more)**

Prior to suspensions or expulsion, except for such times as not feasible, as where the student's presence endangers persons or property or their disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing will follow as soon as practicable, the student will be afforded:

1. A clear, written statement of the reason for suspension or expulsion;
2. Notice of the right to prompt public or private hearing at the student's election and the right to be represented by counsel at such hearing; and
3. If a hearing is requested, the student will be given a prompt notice setting the time and place to be reasonably set, so as to allow sufficient time for preparation, without undue delay.
4. If no hearing is requested within seven (7) days of written notice, the School Committee may act upon the request to suspend or expel at earliest convenience without further notice to parent or guardian.
5. For 504 or special education students, the Director of Special Education must be notified before this action is taken.

In the event a student has not attained the age of majority (18 years), the parent or guardian will be afforded the procedures stated in sections 1, 2, 3 & 4 above. Such notice shall be written in the parent's spoken language, unless it is clearly not feasible to do so.

The student will be afforded a hearing at which the student will have the right to:

1. Representation and participation by counsel; and
  2. Cross-examine witnesses and present witnesses on his or her behalf.
- There will be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record will be preserved for transmission to the Commissioner of Education, as soon as possible, in the event of an appeal.
  - The student will be furnished a copy of the record without cost.
  - A written decision will be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis therefore.

- The student will be promptly provided with a copy of said decision.
- A copy of the decision, together with the record, will be promptly forwarded to the Commissioner of Education if there is an appeal.

### **1. DISRUPTION OF SCHOOL**

A student shall not engage in the use of violence, force, noise, coercion, threat, or other expressions of behavior or dress to cause or potentially cause material disruption or obstruction to normal operation of the classroom or the school day. Although the following are not exclusive, some examples of causes or potential causes of disruption would include:

- a. Unusual dress and/or appearance;
- b. Impeding of free traffic to or within the school;
- c. Setting off fire alarms;
- d. Strikes or walk-outs;
- e. Setting off firecrackers, smoke bombs, or other incendiary devices;
- f. Making noise or acting in a manner so as to interfere with teacher's ability to conduct class
- g. Extortion;
- h. Falsifying information; or
- i. Tampering with safety devices.

### **2. DAMAGE, DESTRUCTION, ARSON, SETTING FIRES, OR THEFT OF SCHOOL AND/OR PRIVATE PROPERTY**

A student shall not cause, or threaten damage to, or steal school property or property belonging to others. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage will be required.

### **3. ASSAULT/HARASSMENT/SEXUAL**

A student shall not cause physical injury, sexual harm, or behave in such a way that could cause physical injury to other persons. A student shall not intimidate, harass, coerce, or threaten other persons so as to cause them emotional, social, or physical distress. Students who engage in sexual harassment during school or at school- sponsored activities will be subject to appropriate disciplinary action which may include suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, patting, pinching, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

### **4. DANGEROUS WEAPONS OR INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person. This list includes, but is not limited to, guns, knives, ice picks, clubs, brass knuckles, explosives, gas, and fireworks of any kind. Any student with direct knowledge of

or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **5. NARCOTICS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES**

A student shall not possess, use, transmit, or conceal narcotics, drug paraphernalia, alcoholic beverages, counterfeit or look-alike drugs, or any other drugs/chemicals. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **6. DEFIANCE OF AUTHORITY AND/OR REPEATED VIOLATIONS**

A student shall not defy appropriate authority or repeatedly fail to comply with direction of any authorized school personnel. Repeated acts of truancy, tardiness, or other acts of misbehavior will be considered violations of this section.

#### **7. PROFANITY AND/OR OBSCENE GESTURES**

***A student shall not use profanity or obscene gestures, in any form, either written or verbal, in communicating with another person.*** The use of inappropriate language is an everyday occurrence for most students. Parents and school members must work together to help students understand that certain words should be eliminated from their vocabulary. The use of inappropriate language will result in disciplinary action.

#### **8. TOBACCO**

The use or possession of tobacco in any form by students in any area under the control of the school district or at any activity supervised by any school within the district is expressly prohibited. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved. Students who bring tobacco products or other contraband to school or to school-sponsored events will have them confiscated and will be disciplined.

#### **BUS RULES AND REGULATIONS:**

School Bus Transportation should be treated as a privilege, not a right, and is an extension of the school system. A student's misconduct at a bus stop or on a bus could lead to his/her transportation being withdrawn, in cases of persistent behavior. Parents and students are encouraged to report any dangerous or hazardous situations which they may observe at the bus stop or on the bus.

Please refer to the Transportation Policy for Bus Procedures and Code of Conduct for Pupils.

#### **DETENTION**

Detention will be assigned by administration. Detention will be for a period of sixty (60) minutes, beginning at 2:30 p.m. and ending at 3:30 p.m. Students will be given twenty-four (24) hours' notice for assignment to detention. Students who skip office detention will be assigned 2 office detentions and/or lunch detentions. Students who are absent on the day of a scheduled

detention will have their detention rescheduled for the day they return to school or the next available detention day. Students may also be assigned lunch detention when appropriate.

**Examples of infractions that may result in assignment to office detention(s) include:**

- Truancy or Tardiness
- Failure to report for a teacher detention
- Failure to return required forms, papers, notices, etc. (if the failure to return the form stems from a teacher's request to do so, office detention will be assigned after all teacher attempts to handle the situation have failed)
- Failure to be in possession of a hall pass/agenda
- Abusing a corridor pass privilege (wandering, loitering, etc.)
- Vulgarity (1st Offense & Not directed toward anyone)
- Public displays of affection
- Class ejection due to disruptive behavior (1st offense)
- Tardiness to lunch or inappropriate behavior in the cafeteria
- Inappropriate behavior while passing in corridor
- Inappropriate behavior while waiting to enter the building in the morning or waiting for a ride in the afternoon
- Any other incidents of inappropriate behavior as seen by administration not specifically listed herein
- Vandalism (restitution)
- Stealing (school or personal property)
- Multiple class ejections
- Publishing and/or distributing obscene, or vulgar material, or material which interferes with or is disruptive to the educational process
- Emotional and/or irresponsible behavior resulting in destruction of school property. (Restitution)

Note: Should a student be absent from school on the day he/she is assigned to office detention, it is expected that he/she will be present at office detention on the day he/she returns to school.

**Rules during Detention:**

- No talking, note-passing, or any other inappropriate behavior
- No eating or drinking
- Students will sit in seats assigned by the detention teacher
- Students will not be allowed to leave the room with the exception of using the lavatory at the discretion of the detention teacher
- No portable audio devices (i.e. iPods) will be allowed
- No sleeping

**SUSPENSION OFFENSES:**

A parent conference is required prior to the student being reinstated from any suspension.

1. Conduct which endangers persons or property, or is seriously disruptive of the educational process. Included within, but not limited to, such prohibited conduct are the following acts:

- a) Conduct causing a threat of danger to the physical well-being of himself/herself, or other people, including threats made through social media or other electronic methods (1-3 days-elementary, 5-10 days-secondary). Student may be referred for a risk assessment prior to reinstatement at the discretion of the building administrators.
- b) Physical assault on another person on school premises, bus stops, buses, or at school sponsored events/activities. (1-3 days-elementary, 5-10 days-secondary with SRO/police involvement).
- c) Being under the influence of, the use of, or possession of alcoholic beverages, narcotics, marijuana, etc. on school property, on buses, during school or at any school function on/off campus. (No less than 5 days, including SRO/police involvement). Therapeutic assistance is required.
- d) Tampering with, accessing or providing entrance/exit through any unauthorized door of the school building (1-5 days all levels).

### **IN SCHOOL SUSPENSION**

- a) Taking or attempting to take personal property/money from another pupil or staff member. (1-3 days elementary, 1-5 days secondary).
  - b) Causing/attempting to cause damage to school property or disruption to the school environment. (No less than 3 days on all levels). Offense may result in SRO/police involvement and may require restitution.
  - c) Use of personal electronic devices and cell phones without the consent of the teacher and/or administration.
1. Defiance of authority, insubordination, or verbal abuse to an Administrator, Teacher, or staff member. (1-5 days all levels).
  2. Leaving school grounds without permission. (First offense-1 day, increasing after the first offense).
  3. Smoking (including electronic, vapor, or other tobacco products) in any area on school property during school, on buses, or at any school function on/off campus. (First offense-1 day, increasing after the first offense). Therapeutic assistance is required.
  4. Accessing inappropriate websites or content during the school day or during school sponsored activities utilizing a personal or school device. (1-5 days all levels).

### **OUT-OF-SCHOOL SUSPENSION**

Examples of infractions that may warrant out-of-school suspension include (these are examples, not an exhaustive list):

- Fighting in school or on school property (1st offense)
- Insubordination that results in an unsafe or disruptive learning environment
- Possession of explosives, weapons, stink bombs, mace, pepper spray, or other harmful devices
- Threatening a teacher/staff member/student

- Smoking (1st offense 1-day, 2nd offense 3-days, etc.)
- Under the influence of alcohol or other controlled substances in school, on school grounds, or at a school function. If there is reasonable cause, the school will use a Breathalyzer to determine if a student is under the influence
- Possessing alcohol or other controlled substances in school, on school grounds, or at a school function
- Distribution or selling alcohol or other controlled substances in school, on school grounds, or at a school function
- Making fun of, ridiculing, harassing, or threatening other students(s)
- Assaulting a teacher/staff member
- Throwing snowballs
- Throwing food, trash, etc. in the cafeteria
- Any other incidents of inappropriate behavior as seen by the administration not specifically listed herein

**Note:** Any student suspended from school must leave school immediately at the conclusion of the school day and is not allowed to participate in any school functions or to be on school property at any time until the conclusion of the suspension

### **SOCIAL PROBATION**

Students may have their privileges to attend after school events and/or participate in clubs, activities and athletics suspended for a marking period by administration. Students can be placed on social suspension for the following infractions:

- Attendance less than 90% (unexcused) for the year OR chronic tardiness
- Unsatisfactory behavior, including failure to attend detention, class disruptions, suspension, disruption to the educational process and disrespect of others and school property.
- Current course failures & missing assignments, including unified arts

*During the 4th quarter, 8th grade students are given the opportunity to attend many special events including, but not limited to the 8th grade dance, the 8th grade class trip, and the Moving Up Ceremony. Any student who does not meet the middle school behavior or attendance expectations, or who is in danger of retention or having to go to summer school at the time of the 8th grade dance or the 8th grade class trip, will not be able to attend these events. Furthermore, students who are required to attend summer school or who will be retained will not be allowed to attend the Moving Up Ceremony. Parents and guardians will be notified quarterly of current failures and the risk of potential retention/summer school.*



## **SEARCH/SEIZURE/INTERROGATION**

Administration, with reasonable suspicion, has the right to search a student's person, book bag, locker, automobile, or other belongings, seize contraband materials and interrogate the student regarding the matter. If a student is suspected and reported to administration as being under the influence of a controlled substance, or in possession of a controlled substance, weapon, or other harmful or illegal material, the student will be subject to search, seizure and interrogation by the administration. If a student refuses to submit to a search, seizure, and interrogation by administration, the student will be suspended from school for 10 days.

In the event that contraband is found in the student's possession, both the parent(s)/guardian(s) and police will be notified and appropriate disciplinary consequences will be imposed.

A student suspected of being under the influence of a controlled substance will be escorted to the school nurse's office. The school administrator will conduct an interrogation and search. The school nurse/teacher in the presence of the escorting administrator will assess indicators of impairment. If deemed necessary, a breathalyzer will be given by the administrator.

In the event that the school nurse/teacher and/or administrator determine the student as impaired, the parent w/guardian, and police and, if necessary, 911 will be called. Appropriate disciplinary consequences will be imposed.

In the case of all search and seizure situations, regardless of outcome, the school administration will notify the parent/guardian of the search.

## **SCHOOL BUS TRANSPORTATION**

### **BUS RULES AND REGULATIONS**

School Bus Transportation should be treated as a privilege, not a right, and is an extension of the school system. A student's misconduct at a bus stop or on a bus could lead to his/her transportation being withdrawn, in cases of persistent behavior. Parents and students are encouraged to report any dangerous or hazardous situations which they may observe at the bus stop or on the bus.

All students who ride the bus will be provided, on a yearly basis, with the *Bus Procedures and Code of Conduct* for pupils.

### **Bus Stop / Route. Riding A Different Bus**

A student's bus stop will be based on his/her legal address. STUDENTS MUST RIDE ONLY THEIR REGULARLY ASSIGNED BUS TO AND FROM SCHOOL. Any variation to that will have to be approved by the North Providence School Department or its agent. Day-to-day changes in bus stops are not allowed; however, a different morning or afternoon stop on a permanent 5-day per week basis may be allowed based upon the requested address and bus capacity. This situation includes day care transportation requests. Only one bus may be assigned to that student. No student is allowed to take different buses to accommodate day care requests. On

days the student is not taking that bus home, it is expected that they will be picked up from school.

**NORTH PROVIDENCE SCHOOL DEPARTMENT**  
**BUS PROCEDURES AND CODE OF CONDUCT FOR PUPILS**

The major concern with bus transportation is for the safety and welfare of all pupils. It is of paramount importance that we take precautions. Bus stop behavior is also a concern. Parents are requested to report any dangerous or hazardous situations which they may observe at the bus stop. Riding a bus is a privilege which may be withdrawn in cases of persistent misbehavior.

**REGULATIONS FOR TRANSPORTING SCHOOL CHILDREN BY**  
**THE REGISTRY OF MOTOR VEHICLES**

**Rules for Students Riding School Buses**

1. The driver/monitor is in full charge of the bus and pupils. Pupils must obey the driver/monitor promptly and willingly.
2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by written punition of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver/monitor. They must not cross the highway until given consent by the school bus driver/monitor. When boarding or leaving the bus, pupils should be in view of the driver/monitor at all times.
5. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due. When the bus approaches the stop, students shall remain over to the right until the bus makes a complete stop. There shall be no pushing or shoving on boarding the bus.
6. Pupils, who have to walk some distance along the highway to the bus-loading zone, where practicable, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
7. Pupils must cross the highway at least 10 feet in front of the school bus and never behind it.

8. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.
9. Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
10. Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.
11. Outside of ordinary conversation, classroom conduct must be observed.
12. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or right of the driver.
13. Do not enter into conversation with the driver while the bus is in motion, but report any emergency to the bus driver at once!
14. Be respectful to your bus driver/monitor. He/she has a very important task to perform and needs your help.
15. Be prompt and orderly- and courteous at emergency drills. The drills are the same as fire drills in the school buildings. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
16. No pupil shall open a window on the school bus without first getting permission from the school bus driver/monitor.
17. No pupil shall at any time extend his or her head, hands or arms out of the windows, whether school bus is in motion or standing still.
18. Pupils must see that they have nothing in their possession that may cause injury to another such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, no animal is permitted on the bus, except for muzzled "seeing eye" dogs.
19. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
20. Pupils are to assist in keeping the bus clean. Pupils must also refrain from throwing refuse out of the window. To help keep the bus clean, eating is not allowed.
21. There will be no eating or drinking on a school bus.
22. No pupil will smoke or light matches/lighters on a school bus, including other smoking

paraphernalia.

23. The use of alcohol or drugs on a school bus will not be tolerated.
24. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
25. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
26. For special education transportation, contact the Director of Special Education

#### **DISCIPLINE CODE FOR SCHOOL BUS TRANSPORTATION**

**First offense** - Students will be turned over to the principal and parents will be notified. Suspension from riding the bus may occur.

**Second offense** - Students will be suspended from riding the bus for two (2) days. Principal will notify parent and follow school procedure as is done in any discipline problem.

**Third offense** - Student will be suspended from riding the bus for two (2) weeks.

*NOTE:* After the third offense, the parents or guardian of the student must contact the building principal and arrange for an appointment before the student is allowed back on the bus.

**Discipline on school buses is probably one of the biggest problems confronting school bus drivers today. Much emphasis has rightly been placed on it by the public. Where once the burden of responsibility was placed only with the bus driver, it has become a community effort of cooperation with parents, school boards, administrators and bus drivers.**

#### **SECTION D - STUDENT ACTIVITIES**

##### **ATHLETICS**

North Providence participates on an interscholastic basis governed by the rules and regulations established by the Rhode Island Secondary School Principals Association and its Committee on Athletics (RIPCOA).

It is the duty of all concerned with middle school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best value of the games.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of the sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of incentive, and good judgment by the players of the team.

9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game--not a matter of life or death for player, coach, school, official, fan, community, state or nation.

### **ATHLETIC ELIGIBILITY**

The following rules apply to all interscholastic sports sanctioned by the Principals' Committee on Athletics Grades 6 through 8.

- a. It is recommended that principals exercise great care in determining the ages of contestants, and, in all doubtful cases, secure birth certificates from the city or town clerk of the pupil's place of birth.
- b. In case of doubt about the age of any contestant in an athletic contest, a birth certificate, or some other legal evidence satisfactory to the PCA 6-8, must be presented to the Chairperson or his/her designee on demand. If no satisfactory evidence can be presented, the student must be barred from competition.
- c. Competitors in junior high/middle school sports who are born outside the state shall file with their principal birth certificates or other legal evidence of birth date and their complete school records in junior high schools attended outside the state. This data must be made available to the PCA 6-8 upon request.

**Section 1.** An athlete will be ineligible for athletic competition in a junior high/middle school if the athlete's 15th birthday occurs prior to September 1st of the school year in which the athlete seeks participation.

**Section 2.** No student in grades other than 6, 7, 8 may compete in athletic events sponsored by the PCA 6 – 8.

**Section 3.** An athlete otherwise eligible is to be considered eligible as soon as the athlete is officially registered in a school (there is no mandatory "waiting period" for transfer students).

**Section 4.** To be eligible at the beginning of a marking period, the student must have done passing work (65 or above) in the previous marking period in all four core areas, ELA, Math, Science and Social Studies.

- a. The final grades of the previous academic year shall be considered the criteria for academic eligibility at the beginning of a new academic year.
- b. A student who is retained in a grade because of academic failure but remains eligible relative to age will be considered academically ineligible for the first marking period.
- c. In the case of a student who devotes a considerable part of the summer to making up subjects failed during the school year and receives credit toward promotion/graduation for this make-up work, that student shall be entitled to count such credit toward eligibility provided this credit is made an official part of his/her school record during the first week of the fall term. In case a student fails to complete the minimum scholastic requirements for athletic eligibility at the end of a quarter due to unavoidable absence,

the student shall be ineligible for the next quarter until these requirements of the preceding quarter are made up.

**Section 5.** The athlete shall receive **no** special privilege such as extra examinations, delayed marks, make-up opportunities, or other favors which are not granted on equal terms to every student in the school, with the further provision that grades for failures or incomplete work in which a make-up opportunity is granted at the end of a quarterly marking period must be made a matter of final record within two calendar weeks of the first day of the succeeding marking period.

**Section 6.** Admission to, or exclusion from, participation in a sport because of these eligibility rules, shall take place at the close of the school day on which report cards are issued for the end of a regular marking period.

**Section 7.** When members of a team are charged with being ineligible by an opposing team, the game shall be played as scheduled and the protest filed with the Chairperson in accord with the established protest regulations of the PCA 6 – 8.

**Section 8.** Any representation of a school by an athlete, whether legal or illegal must be counted as participation and so be reported on the returns to the PCA 6 – 8.

**Section 9.** In case a game is postponed or results in a tie, the eligibility of the participants does not hold over until the game is played off, but the student who participates in any contest must be eligible on the date the game is actually played.

**Section 10.** If a school's list is not on file as indicated, participating schools are subject to fines until such time as the list is forwarded to the sport's director. Non-complying schools are not eligible for postseason competition.

**Section 11.** All questions of eligibility are to be submitted in writing to the Chairperson for consideration. Schools will be notified of the decision by letter. An appeal may be made from the ruling of the Chairperson to the full Committee.

**Section 12.** Athletes who do not have on file a valid Assumption of Risk Form at his/her school will be ineligible for competition in the programs sponsored by the PCA 6 – 8.

**Section 13.** No athlete may participate in more than one sport in the same season. The exception would be in Track & Field for field events.

**Section 14.** The PCA 6 – 8 will provide the opportunity for male and/or female athletes to compete as individuals. They may compete on behalf of their respective schools in specified sports under specified conditions provided the school does not sponsor a team in that sport. However, the PCA 6 – 8 encourages schools to sponsor team participation to provide opportunities to all student athletes.

Individual competition shall be limited to cross country, gymnastics, track, and wrestling. All eligibility guidelines previously mentioned must be adhered to as well as participation requirements in those sports. Individual athletes must be accompanied by a coach and/or an authorized representative of the school. Schools will be limited to three individuals or shall be required to participate as a team.

**Section 15.** All athletes must participate with their school of record.

### **ATHLETIC PROGRAMS**

Boys/Girls Cross Country  
Boys Soccer  
Girls Soccer  
Cheerleading  
Boys Basketball  
Girls Basketball  
Wrestling  
Boys Baseball  
Girls Softball

### **ATHLETICS ONLINE**

For information regarding team schedules, standings, directions, etc. log on to:  
[www.ruil.org](http://www.ruil.org) or [www.ripcoa.com](http://www.ripcoa.com)

### **POLICY REGARDING ATTENDANCE, CONDUCT AND CO-CURRICULAR PARTICIPATION**

Participation in our co-curricular activities is a privilege. Students participating in co-curricular activities may not be absent due to illness for more than four periods on the day that they plan to participate in that activity. Participation is defined as taking part in a practice, rehearsal, performance or contest.

Students who serve out-of-school suspensions are not permitted to attend or participate in any school functions or activities during the suspension period.

### **CLUBS AND ORGANIZATIONS**

North Providence Middle School offers a variety of clubs and organizations for students to participate in. Below you will find a projected list of clubs and organizations that may be offered during the school year. Club and organization meeting times will be determined by the club advisor. All clubs' and organizations' student activities will be supervised at all times. Again, this list is a projection; clubs and organizations offered are subject to change throughout the school year. New club offerings will be advertised during advisory.

#### **Clubs & Organizations**

Chess Club	Science Olympiads	Yearbook
Trivia Club	Student Council	Drama/Musical Theatre
National Junior Honor Society	TSA	Cyber Patriots (Ricci)

### **Minimum Requirements For Student Participation In Clubs And Organizations**

- Participation in Clubs and Organizations is a privilege. Students must be in good academic standing, have a good attendance record and obey school and district disciplinary policies to participate in clubs and organizations. Other factors beyond academics, attendance and discipline could affect participation. The school administration reserves the right to exclude from extracurricular activities any pupil whose behavior is contrary to the best interests of the school or group. The Principal/Assistant Principal will make the final decision regarding and determining participation.
- Student activities are desirable and are to be encouraged. No student may be excluded from an activity other than for reasons of special ability required for the activity or for other related reasons.
- Students suspended from school for disciplinary reasons will not be permitted to participate in or attend any activity during the time of suspension. Future participation will be determined by the Principal/Assistant Principal.

### **Rules For After School Activities**

- District policies and school rules and expectations apply to all after school activities.
- Unless otherwise notified, students are to wear appropriate school clothes at all activities.
- Students should not arrive more than five minutes before the sponsored activity. Upon arrival, students must immediately enter the building. Students are not allowed to loiter on school grounds or freely roam the school building. Once the student enters the building, he or she may not leave and return.
- There will be no loitering in school or on school grounds at the end of a scheduled activity. Students should arrange to have their transportation arrive at least 10 minutes prior to the end of the activity.
- The club or organization's advisor is in charge of the scheduled activity and they or another faculty member will be the last one to leave the building.
- No student clubs, organizations, or any activity may meet on the school grounds at any time without a faculty advisor present.
- Students must be in school on the day of the activity to participate. Administration has the right to grant permission to attend.
- Students are prohibited from walking home from night events and must arrange for a ride ahead of time. Night events are any that will end when it is dark outside.



### **School Events/Dance Guidelines**

- Students must be picked up at the designated end time of events. Attendance at future events may be jeopardized if this practice is ignored. Students are not to be dropped off more than 15 minutes prior to an event's scheduled start time.
- School dances, events, and activities are for North Providence Middle School students only. Guests are not permitted.
- Middle school students are not permitted to attend senior high events and high school students are not permitted to attend middle school events.
- Tickets to events will be sold in advance during school hours. No tickets will be sold at the door. Tickets are not transferable, only the student who purchased the ticket may use it.
- Administration reserves the right to evaluate the appropriateness of student behavior while at all events. Students must follow all school rules and violations may result in removal from the event, inability to attend future events, contact of parental figures, and other appropriate disciplinary action.
- Students must be in school on the day of the school event/dance to participate. Administration has the right to grant permission to attend.
- Students are prohibited from walking home from night events and must arrange for a ride ahead of time. Night events are any that will end when it is dark outside.

### **FUNDRAISING**

In general, school organizations and clubs are self-supporting. Activity funds are obtained by the club or organization for their own use. All fundraising activities and event requests must follow School Committee policy and procedures and be approved in the following sequence; 1) Club Advisor 2) Building Principal 3) Superintendent of Schools. All requests for fundraising and events must be submitted 30 days in advance. Proper paperwork can be obtained in the main office.

Club and organization advisors will take note that no funds from an account may be spent without approval of the building principal. Bill of sales must be obtained from the vendor for each purchase from an organization's account. Financial procedures for school-based activity accounts will be followed at all times.

### **BULLYING, TEEN DATING VIOLENCE AND SEXUAL ASSAULT**

Bullying, teen dating violence and sexual assault are prohibited in the North Providence School Department schools, whether in a classroom, on or immediately adjacent to school premises, on a school bus or other school-related vehicle, at an official school bus stop, or at any school-sponsored activity or event or bullying of any North Providence student by another North Providence student regardless of location.

The North Providence School Department schools seek to raise school-wide awareness about bullying, teen dating violence and sexual assault; provide direction in responding to incidents; and prevent new incidents of bullying, dating violence, and sexual assault.

### **Definitions**

Bullying is defined by the RI Gen. Laws § 16-21-33 Safe Schools Act as

"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:

- (i) Causes physical or emotional harm to the student or damage to the student's property;
- (ii) Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- (iii) Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- (iv) Infringes on the rights of the student to participate in school activities;

Or

(v) 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."

Bullying occurs when a student intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student.

Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying offender and the victim.

Bullying through the use of technology or any electronic communication is known as "Cyber-bullying". "Cyber-bullying" may employ the use of a web page, social networking site, instant messages, images and any other form of electronic communication. For purposes of this policy, the definition of bullying includes all forms of "cyberbullying".

### **Please note the following for clarification regarding cyber-bullying:**

There is a recognition that in today's world, much of the communication among students is via electronic means whether through direct communication or via various social networks.

1. Administration should take such action as reasonable under the circumstances where the alleged cyber bullying affects or is likely to affect the effective functioning of the school and related educational environment. The statewide bullying policy treats cyber bullying like any other form of bullying as the reporting form includes cyber bullying in its title.
2. There may be situations where one student is bullying another and it does not appear to be related to their relationship as students, in which case there would be no need for

the school principal to be primarily involved. For example, if a group of students are members of a state youth athletic team and the bullying appears to be about behavior on the team, it might not be of concern to a school where some of the team members just happen to be enrolled and the threats do not relate to the school.

3. In any such case where cyber bullying is reported to school administration and it deemed not affecting the effective functioning of the school and related educational environment, the administration will still document this to both parties involved and include state and local resources where either party may seek relief.

In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

Dating Violence is the use or threat of physical abuse or bullying to control one's dating partner. Sexual Assault includes those behaviors identified in RI Gen. Laws § 11-37-1 et. seq. that are attempted or perpetrated against a non-consenting person or when a person cannot consent because of age, disability, or the influence of alcohol or drugs.

Protocol

The principal of each school shall establish a protocol for reporting bullying, including dating violence or sexual assault.

The protocol shall be regularly publicized and students, staff, volunteers, and parents shall be notified through regular channels of communication.

The school administration shall encourage complainants to utilize the North Providence School Department Bullying, Dating Violence or Sexual Assault Report Form but the failure of a complainant to make a formal complaint shall not excuse the school administration from reviewing a complaint and taking such action on it as may be legally possible consistent with due process.

## **NORTH PROVIDENCE SCHOOL DEPARTMENT** **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 Providence School Department from complying with federal antidiscrimination laws

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2. School Climate
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### **Sexual Harassment:**

- **Quid pro quo sexual harassment** occurs when a person in a supervisory position explicitly or implicitly conditions participation in a program or activity or bases a decision concerning another on the other person's submission to unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not the other person submits to the conduct. *Quid pro quo* sexual harassment, occurs, for example when a school employee causes a student to believe s(he) must submit to sexual advances to receive a better grade than deserved, or is threatened with a loss of a promised college application recommendation unless the student dates the employee.
- **Hostile environment sexual harassment** occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by a student, a school employee, or a third party on school property or at a school related activities is sufficiently severe, pervasive or persistent so as to interfere with or limit a person's ability to participate in or benefit from the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment. A victim may also be someone affected by conduct directed toward another individual. **Sexual harassment may occur adult to student, student to student, student to adult, adult to adult, male to female, female to male, female to female, and male to male.**

### **Depending on the circumstances, sexual harassment may include, but is not limited to:**

- ***Verbal forms of sexual harassment***, including repeated unwanted requests for dates, sexual rumors, sexually explicit jokes, howling, whistles, catcalls, soliciting conversation regarding sexual activity and experiences, making unwanted gender-based references to a person's physical characteristics;
- ***Written forms of sexual harassment***, including offensive gestures following or stalking another, cornering or blocking a person, leering, pressuring for sexual activities;
- ***Nonverbal forms of sexual harassment***, including offensive gestures, following or stalking another, concerning or blocking a person, leering, pressuring for sexual activities;

- **Visual forms of sexual harassment**, including displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons, or posters; or
- **Unwelcome physical touching**, including grabbing, groping, squeezing, sexual fondling, kissing, brushing against another's body, body hugs, and other unwelcome contact.

### **Responsibilities of all Persons Associated with Educational Community**

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment that they witness and to immediately report to the building principal instances of discrimination, including harassment that are reported to them, they observe, or of which they otherwise learn.

### **Designated Officials for Addressing Discrimination and Harassment Complaints**

In each school building, the Principal is responsible for receiving and investigating reports and complaints of violations of this Policy at the school level. Individuals may file a report or complaint of discrimination, including harassment, with the Principal. In the event that the Complaint alleges violations against the principal, the Complaint shall be delivered to the Superintendent, who shall appoint an individual to conduct the investigation.

### **Procedure for Reporting Discrimination and Harassment**

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment. (For a complaint of disability discrimination that is NOT harassment, please refer to the District's Section 504/ADA Prohibition Against Discrimination Based on Disability policy/procedure.)

A person who believes that he or she had been harassed or otherwise discriminated against, is encouraged to report the situation to the Principal immediately. Reports/complaints are to be filed within ninety (90) days after: the discriminatory conduct or the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the investigating official.

In addition, the person should provide the Principal with any documentation (emails, notes, pictures, electronic or recorded media, etc.) or other information in support of the allegation of discrimination, including harassment.

### **Investigation of Complaints**

Upon receipt of a report or complaint, the Principal shall facilitate a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, and the alleged harasser to provide information, including the names of witnesses or other evidence, relevant to the investigation of the complaint. The principal will also endeavor to promptly interview and obtain detailed written statements from the complainant, the subject of the complaint, the alleged harasser, as well as any potential witnesses. The principal will also review any other documents or information that he or she believes is relevant to the investigation.

In the event that an investigation reveals that the alleged action or actions do not constitute discrimination or harassment as defined in this policy, but that the underlying conduct may meet the definition of bullying or cyberbullying as set forth in the District's Bullying Policy, then the results of the investigation should be forwarded and/or reviewed in conjunction with the provisions of that policy. If necessary, the investigation may be re-opened under the parameters of that policy

### **Conclusion of Investigation**

A written determination regarding the complaint and any resolution will be provided by the principal to the complainant and the accused within thirty (30) school/working days of the complaint.

If a violation is found to have occurred, the District will take steps to prevent reoccurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action (including but not limited to suspension of student(s) and termination of employee(s), counseling, development of a safety plan and other remedies, as appropriate.

### **Appeal Process**

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Principal. The Superintendent or his/her designee will respond to such request within thirty (30) school/working days of receipt of the request for reconsideration; his/her decision is final.

### **Confidentiality**

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those who need to know and as necessary to gain information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The North Providence Public Schools shall endeavor to keep such

information as confidential as it can without compromising the thoroughness of the investigation.

### **State and Federal Authorities**

In addition to the process described above, the complainant may, at any time, file a complaint with to the United States Department of Education, Office for Civil Rights, Rhode Island Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

U.S Department of Education, Office for Civil Rights  
John W. McCormack Building  
5 Post Office Square, Suite 900  
Boston, MA 02109  
Telephone: (617) 289-0111  
<http://www.ed.gov>

Rhode Island Department of Education  
255 Westminster Street  
Providence, RI 02903  
Telephone: (401) 222-4600  
<http://www.ride.ri.com>

### **NORTH PROVIDENCE SCHOOL DEPARTMENT SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“ADA”) and their implementing regulations, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the North Providence School Department “(District)”. The District does not discriminate in admission or access to, participation or treatment, or employment in, its programs or activities. As such, the District’s policies and practices will not discriminate against students and employees and with disabilities, will provide equal opportunity to employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. Disability discrimination will not be permitted in any of the programs, activities, policies, and/or practices in the District.

As used in this policy and as defined under Section 504/ADA (as the same may be amended from time to time), “an individual with a disability” means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one’s self, performing manual

tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The Section 504 regulations also require a school district to provide a "free appropriate public education" (FAPE) to each eligible student who has a disability and is in the school district's jurisdiction. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met and are based upon adherence to the applicable Section 504 and Title II regulations.

### **1. Free and Appropriate Public Education for Students**

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504.

Under Section 504, the District must provide a free appropriate public education to each qualified disabled child. A free appropriate public education, under Section 504, consists of regular or special education and related aids and services that are designed to meet the individual student's needs and based on adherence to the regulatory requirements on educational setting, evaluation, placement, and procedural safeguards. 34 CFR 104.33, 104.34, 104.35, and 104.36. A student may be handicapped within the meaning of Section 504, and therefore entitled to regular or special education and related aids and services under the Section 504 regulations, even though the student may not be eligible for special education and related services under IDEIA.

Parent(s)/guardian(s)/custodian(s)/ ("parents") are invited and encouraged to participate fully in the evaluation process, 504 plan development, 504 meetings, etc.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. The District will verify that persons with disabilities participate with persons without disabilities in such activities and services to the maximum extent appropriate.

Any parent who disagrees with a decision made by the District or the disagrees with the student's 504 team may follow the "Grievance Procedure for Addressing Discrimination" set forth below **OR** may request a hearing before an impartial hearing officer at the Rhode Island Department of Education (RIDE) **OR** may file a complaint with the United States Department of Education, Office of Civil Rights (OCR). Contact information for RIDE and OCR can be found at the end of this policy.

### **2. Employment Practices** **Discrimination Prohibited**

In accordance with Section 504/ADA, no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any of the District's programs or activities. Further, the District will take positive steps to employ and advance in employment qualified individuals with disabilities. The District will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability.



Additionally, the District will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

### **Reasonable Accommodation**

The District will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities.

### **3. Facilities and Programs**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. This includes, but is not limited to, providing accommodations to parents with disabilities necessary for them to participate as other parents are allowed to participate in their child's educational programs or meetings pertinent thereto.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. Programs and activities will be designed and scheduled so that the location and nature of the facility or area of the program will not deny a student with a disability the opportunity to participate on the same basis as a student without disabilities. The District will meet its obligation through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the district will give priority to those methods that serve persons with disabilities in the most integrated setting appropriate.

### **Designated Officials for Addressing Discrimination Complaints**

In each school building, the Principal is responsible for receiving and investigating reports and complaints of violations of this Policy at the school level. Individuals may file a report or complaint of discrimination with the Principal. In the event that the Complaint alleges violations against the principal or the Director of Special Education, the Complaint shall be delivered to the Superintendent, who shall appoint an individual to conduct the investigation.

### **Grievance Procedure for addressing Discrimination**

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of disability discrimination. If the complaint pertains to allegations

of disability-based harassment, refer to the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.

A person who believes that he or she had been discriminated against is encouraged to report the situation to the Principal immediately. Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. the specific action objected to, including but not limited to a team decision, action, or refusal to take an action requested by the parent or alleged denial of FAPE
2. the date(s) and time(s) such action or refusal to take an action or alleged denial of FAPE took place,
3. the name(s) of the District staff or other persons believed to be discriminating against them,
4. the name(s) of any witness(es),
5. action sought to remedy the situation, and
6. any other details or information requested by the investigating official.

In addition, the person should provide the Principal with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination.

### **Investigation of Complaints**

Upon receipt of a report or complaint, the Principal shall facilitate a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, and the individual alleged to have discriminated to provide information, including the names of witnesses or other evidence, relevant to the investigation of the complaint. The principal will also endeavor to promptly interview and obtain detailed written statements from the complainant, the subject of the complaint, the individual alleged to have discriminated, as well as any potential witnesses. The principal will also review any other documents or information that he or she believes is relevant to the investigation.

A written determination regarding the complaint and any resolution will be provided by the principal to the complainant and the accused within thirty (30) school/working days of the complaint.

### **Appeal Process**

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Principal. The Superintendent or his/her designee will respond to such a request within thirty (30) school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the District will take steps to prevent reoccurrence of the violation and correct its discriminatory effect on the person(s) affected.

If the violation involves the denial of a free and appropriate public education to a student or students, such steps may include re-convening of the 504 team, revision of a 504 plan, compensatory services, development of a safety plan and other remedies, as appropriate.

If the violation involves an employment issue, such steps may include appropriate discipline up to and including possible termination of any employee violating this policy and/or such other remedies as are appropriate.

**Confidentiality**

Investigations of discrimination complaints shall be conducted in such a manner as to disclose information only to those who need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The North Providence Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

### **State and Federal Authorities**

In addition to the process described above, the complainant may, at any time, file a complaint with to the Office for Civil Rights, Rhode Island Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination.

U.S Department of Education, Office for Civil Rights R  
John W. McCormack Building  
5 Post Office Square, Suite 900  
Boston, MA 02109  
Telephone: (617) 289-0111  
<http://www.ed.gov>

Rhode Island Department of Education  
255 Westminster Street  
Providence, RI 02903  
Telephone: (401) 222-4600  
<http://www.ride.ri.com>

**Adopted by the North Providence School Committee on August 22, 2014**

Dear Parent/Guardian,

Your child, \_\_\_\_\_ has not met \_\_\_\_\_ Middle School

academic, behavior and/or attendance expectations. Therefore, they are ineligible to attend:

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**Students are ineligible to attend events if:**

- Attendance less than 90% (unexcused) for the year OR chronic tardiness
- Unsatisfactory behavior, including failure to attend detention, class disruptions, suspension, disruption to the educational process and disrespect of others and school property.
- Current course failures & missing assignments

*During the 4th quarter 8th grade students are given the opportunity to attend many special events including, but not limited to the 8th grade dance, the 8th grade class trip, and the Moving Up Ceremony. Any student who does not meet the middle school behavior or attendance expectations, or who is in danger of retention or having to go to summer school at the time of the 8th grade dance or the 8th grade class trip, will not be able to attend these events. Furthermore, students who are required to attend summer school or who will be retained will not be allowed to attend the Moving Up Ceremony. Parents and guardians will be notified quarterly of current failures and the risk of potential retention/summer school.*

Birchwood/Ricci Middle School has expectations for all students to be respectful, responsible and ready to learn. Any student that has not met behavior, academic or attendance expectations is unable to attend this event.

**Please Sign and Return:** \_\_\_\_\_

Principal

Assistant Principal

\*Administration reserves the right to withhold any student from events if necessary\*

