

North Providence Middle School

Student/Parent Handbook

2026-2027



North Providence Public Schools
1820 Mineral Spring Avenue
North Providence, RI 02904
<https://nprovschools.org/>

Tel: (401) 233-1100

Birchwood Website: <https://nprovschools.org/birchwood-middle-school-home>
Ricci Website: <https://nprovschools.org/ricci-middle-school-home>

All School Committee Policies can be found here:
<http://nprovschools.org/district-policies>

Approved by the North Providence School Committee: 8/26/2026

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TO THE STUDENTS OF THE NORTH PROVIDENCE MIDDLE SCHOOLS

This handbook has been prepared to assist and to guide you throughout the school year. School policies, procedures, and practices for all students and guardians are listed on the following pages. Also included is information relative to Guidance Services, Student Activities, and Athletic Eligibility. All students, along with their guardian(s), should familiarize themselves with the contents of this Handbook. If clarification is needed on any policy or procedure, you can contact the main office at (401) 233-1120 Birchwood & (401) 233-1170 Ricci.

In keeping with our school Mission “to educate all students in a safe, nurturing, and challenging environment which empowers them to become well-rounded individuals who are life-long learners and productive members of society,” we have developed guidelines and a code of conduct which can be found using the table of contents to assist. These guidelines will enable you to maximize your educational experience and successfully master our academic, civic, and social 21st century Graduation Expectations in the areas of knowledge, communication, problem solving, and responsibility.

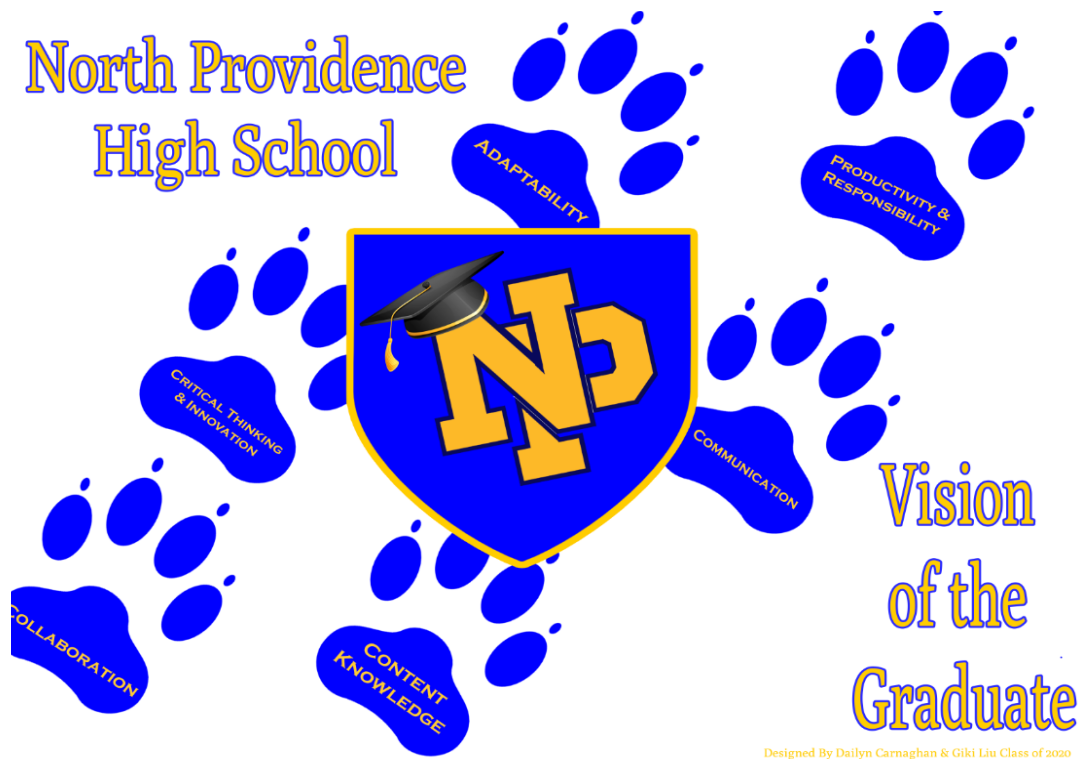
We wish you a meaningful and positive school year filled with success.

Respectfully,

Brian Gilmore
Principal

Kevin Lamoureux
Principal

Vision of the Graduate



Vision of the Graduate

Both middle schools work towards the districts **Vision of the Graduate** in that:

- Students **collaborate** with community mentors to apply their **content knowledge** to the real world.
- Students apply **critical thinking and innovation** skills in their design and execution of a final product.
- Students demonstrate **adaptability** in a year-long, flexible process in which SMART goals are created and proven.

Policy on Non-Discrimination

It is the policy of NPPS not to discriminate on the basis of race, color, religion, ancestral origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law in its programs or activities. NPPS takes steps to assure that Emergent Bilingual students and families will have access to quality education through admission and participation in all educational and vocational programs.

The following individuals have been designated to coordinate Title IX and Section 504 compliance:

Title IX Compliance:

Matthew Hicks - Director of Human Resources
2240 Mineral Spring Avenue
North Providence, RI 02911
401-233-1100 x3720
hrdirector@NPPS.k12.ri.us

Louise Seitsinger - Assistant Superintendent
2240 Mineral Spring Avenue
North Providence, RI 02911
401-233-1100 x3702
louise.seitsinger@NPPS.k12.ri.us

Section 504 Compliance:

Cynthia VanAvery - Director of Student Services
2240 Mineral Spring Avenue North Providence, RI 02911
401-233-1100 x3704
specialdirector@NPPS.k12.ri.us

Mission Statement

The mission of Birchwood Middle School is to maintain a safe learning community that addresses the diverse characteristics of students, through a rigorous academic program, that promotes responsibility, independence, and citizenship, ensuring productive and contributing members of a global society.

The mission of Dr. E. 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, well-rounded individuals who use creativity, critical thinking and problem-solving skills for lifelong success in today's diverse society.

North Providence Public Schools Core Values and Belief

The North Providence Public Schools believes that all students can learn in a student-centered educational program that reflects rigor, relevance, and relationships that collaboration and communication among students, teachers, administrators, parents, and community are essential; in recognizing and adapting to the needs of our students; in on-going evaluation of the educational program based on best practice in order to improve teaching and learning; in high expectations for students and all other members of the school community; in fostering and promoting literacy across all disciplines; in an educational program that prepares students for higher education and the global marketplace of the 21st Century; and community service learning is an essential component of student growth.

Collaboration

Students:

- Demonstrate ability to work effectively and respectfully with diverse teams
- Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal
- Assume shared responsibility for collaborative work, and value the individual contributions made by each team member

Content Knowledge

Students:

- Develop and draw from a baseline understanding of knowledge in an academic discipline.
- Transfer knowledge to other disciplines and experiences.
- Develop positive attitudes and beliefs about themselves as learners that increase their academic perseverance and prompt them to engage in productive academic behaviors.
- Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise
- Demonstrate commitment to learning as a lifelong process

Critical Thinking and Innovation

Students:

- Collect, assess, and analyze relevant information.
- Make sound judgments and decisions based on relevant information.
- Identify, define, and solve authentic problems and essential questions.
- Reflect critically on learning experiences, processes, and solutions.

- Use a wide range of idea creation techniques (such as brainstorming, divergent, and convergent thinking).
- Demonstrate originality and inventiveness in their work
- View failure as an opportunity to learn and understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes.

Communication

Students:

- Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.
- Listen effectively to decipher meaning, including knowledge, values, attitudes, and intentions
- Use communication for a range of purposes (e.g. to inform, instruct, motivate, and persuade)
- Utilize multiple media and technologies, and know how to judge their effectiveness as well as assess their impact
- Communicate effectively in diverse environments (including multi-lingual or non-verbal)

Adaptability

Students:

- Adapt to varied roles, job responsibilities, schedules, and contexts
- Work effectively in a climate of ambiguity and changing priorities
- Deal positively with praise, setbacks, and criticism
- Effectively incorporate constructive feedback
- Understand, negotiate, and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments

Productivity and Responsibility

- Students:
- Set and meet goals, even in the face of obstacles and competing pressures
- Balance tactical (short-term) and strategic (long-term) goals
- Utilize time and manage workload efficiently
- Prioritize, plan, and manage work to achieve the intended result
- Persist to accomplish difficult tasks and to overcome academic and personal barriers to meet goals
- Demonstrate additional attributes associated with producing high-quality products including the abilities to work positively and ethically, be reliable and punctual, and present oneself professionally and with proper etiquette.



Contact Information

Central Office Administration

1820 Mineral Spring Avenue, North Providence, RI

(401) 233-1100

Superintendent: Mr. Joseph B. Goho

(401) 233-1100 x3705

Assistant Superintendent: Louise Seitsinger

(401) 233-1100 x3706

Director of Student Services: Cynthia VanAvery

(401) 233-1100 x3704

Birchwood Middle School

10 Birchwood Drive North Providence, RI

(401) 233-1100

Administration

Principal: Brian Gilmore

(401) 233-1120 x3402

Assistant Principal: Joseph Palazzo

(401) 233-1120 x3401

Student Support

School Psychologist: Jennifer Depalma

(401) 233-1120

Social Worker: Hailey Degraide

(401) 233-1120

School Counselor: Kym Hambly

(401) 233-1120

School Resource Officer: William Vickers

(401) 233-1120

Content Area Leaders (Department Chairs)

English: Nancy Riccardi

(401) 233-1120

Math: Jill Vincent

(401) 233-1120

Science: Kerri Lamoureux

(401) 233-1120

Social Studies: Cheryl Cicerone

(401) 233-1120

Team Leaders

Silver Team: Nancy Riccardi

Gold Team: Robert Arrighie

Purple Team: Elisa Mariorenzi

Blue Team: Cheryl Cicerone

Ricci Middle School

51 Intervale Avenue, North Providence, RI

(401) 233-1170

Administration

Principal: Kevin Lamoureux

(401) 233-1170 x6102

Assistant Principal: Melissa Magiera

(401) 233-1170 x6103

Student Support

School Psychologist: Jennifer Depalma

(401) 233-1170

Social Worker: Amanda Monaghan

(401) 233-1170

School Counselor: Kim DiTusa

(401) 233-1170

School Resource Officer: Nina Bliss

(401) 233-1170

Content Area Leaders (Department Chairs)

English: Jill Harraka

(401) 233-1170

Math: Brittany Smith

(401) 233-1170

Science: Kim Hardman

(401) 233-1170

Social Studies: Carol Catone

(401) 233-1170

Team Leaders

Silver Team: Tara Carlson

Blue Team: Tarra Branch

White Team: Kaila Alger

Red Team: Carol Catone

Visitors

All visitors to Birchwood or Ricci are required to go directly to the Main Office. Visitors must check in, show a valid identification, and get a visitor's pass. No student visitors are allowed during the school day.

The following procedure should be followed for all public persons entering North Providence High School:

1. Report to the security window.
2. Provide a Valid Driver's License or State Issued identification card
3. Obtain a visitor's badge.
4. Wait for an adult escort.

School Closings

In the event of severe weather or emergency, school closing announcements will be made via School Messenger. An automated phone message will be sent to each household. Please be sure contact information is current to ensure these messages can be received.

In addition, school closings will be posted on local media stations as well as the school's social media accounts.

Academics

Plagiarism and Academic Honesty

Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these high standards of integrity. Students are prohibited from using dishonest methods to fulfill academic expectations and responsibilities. The North Providence Public Schools **expects** and **requires** academic integrity. Students involved in cheating and/or plagiarism will be subject to appropriate behavioral consequences. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. This includes, but is not limited to, the copying of homework, the submission of test answers from sources other than those allowed, unauthorized pre-knowledge of test materials, and plagiarism or any other submission of work not original to the student submitting the work.

Plagiarism Definitions: Plagiarism refers to the stealing of words or ideas from someone else without giving credit to that person. This includes taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings, as well as unattributed content generated by Artificial Intelligence. Material taken from another source without documentation may include, but is not limited to:

- Failing to cite with quotation marks the written words or symbols of another;
- Failing to footnote the author and source of materials used in a composition;
- Failing to cite research materials in a bibliography or works cited;
- Failing to cite a person who is quoted;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or AI-generated content as one's own in essays, poems, music, art, computer programs, or other projects;
- Copying or paraphrasing ideas from literary criticisms or study aids without documentation.

AI Disclosure, Integrity, and Pledges

The North Providence Public Schools recognizes Artificial Intelligence(AI) as a valuable educational tool when utilized ethically and within the district's established framework. To ensure compliance with federal privacy regulations and district safety protocols, student access is restricted as follows:

- **Students aged 13 and older:** May utilize only district-approved AI tools for educational purposes as defined in the District AI Policy.
- **Students Under the Age of 13:** Direct use of AI tools is prohibited. However, teachers may utilize AI platforms to generate instructional materials, provided all output is vetted and professional judgment is exercised regarding its appropriateness before being presented to students.
- **Accommodations:** Exceptions apply when the use of AI assistants is a documented accommodation within a student's approved Individualized Education Program (IEP) or 504 Plan, used under direct teacher supervision.

Students that can use AI are required to follow the **Human-AI-Human (H-AI-H)** protocol: the student initiates the inquiry, the AI assists (per the district's permitted use list), and the student reviews and audits the final output for accuracy and originality.

All AI-assisted work must be disclosed using transparency statements or citations. Teachers reserve the right to restrict or prohibit AI use for specific assignments to ensure the assessment of foundational skills. In such cases, teachers must provide explicit, documented notice of the "AI Level" or specific restrictions prior to the start of the assignment. Teachers may require students to sign a "Non-Use of AI Pledge" at the time the work is assigned. Restrictions regarding AI cannot be introduced or modified by the teacher retroactively after an assignment has been assigned.

Translators and Accessibility

While the use of unauthorized foreign language translators remains a violation for primary language assessments, AI-assisted translation and simplification tools are recognized as approved accessibility supports for Multilingual Learners (MLL) and students with documented needs (IEP/504), provided they do not bypass the core skill being assessed.

Verification of Academic Integrity

The teacher assigning the work is responsible for determining the validity of submitted assignments. If a teacher has reasonable cause to believe a student or group of students has violated the academic honesty or plagiarism policy, a **Process-Based Audit** will be initiated. This audit may include a review of the student's drafts, version history, oral defense, verbal explanations, and/or a restorative conference.

Evidence and AI Detection

In accordance with RIDE guidance and national best practices for AI literacy, **AI detection scores shall not serve as the sole evidence** for disciplinary action involving AI disputes. Decisions regarding academic integrity must involve meaningful human oversight and a comprehensive review of the student's authentic work process.

Review Process

The teacher will submit all evidence gathered during the audit to the Building Principal for initial review.

- **Standard Violations:** For academic honesty or plagiarism violations not involving AI, the Building Principal will make the final determination.
- **AI Violations:** In disputed cases involving the suspected use of AI, the Principal will present the findings to the **District AI Task Force** - a committee of administrators specializing in AI policy and instructional integrity - who will review the evidence and render a final determination.

Student Rights and Appeals

Students have the right to contest an accusation of an academic integrity violation.

For AI Related Disputes

Because district policy permits the use of AI for specific learning supports (such as brainstorming or explaining complex content), a student shall not be penalized for such use unless the teacher provided **explicit, written notice** of a restriction prior to the assignment.

Supporting Evidence

To support an appeal (for both AI and non-AI violations), students may provide:

- Rough drafts and version history.
- Documentation of the AI permissions disclosed by the teacher for that assignment.
- An on-demand writing sample or verbal explanation to demonstrate original ownership and mastery of the material.

Final Determination

The Building Principal will review appeals for standard violations. For cases involving AI, the District AI Task Force will review the evidence as part of the final determination to ensure a fair and consistent outcome.

Consequences for Plagiarism and Academic Dishonesty

- **First Offense:** In alignment with state guidelines and a student's right to due process, a **restorative conference** will be held with the student and guardians to address the first academic integrity breach of any kind. To earn credit, the student must demonstrate authentic learning by either completing a **process-based assessment** of the original work or **redoing the assignment** under supervised conditions. During the restorative process, the grade for the assignment will be held as 'Incomplete' or 'Pending' until the process-based assessment is finalized. The conference should take place within three days of the infraction, and be completed within two weeks total.
- **Subsequent Offenses:** A grade of zero for that assignment along with potential additional disciplinary action, including possible suspension, per the North Providence Public Schools Grading and Achievement Policy and/or the discipline described in the District AI Policy.

🔔 AI & YOU: What Every North Providence Student Needs to Know! 🗣️

Your Guide to Using AI the Right Way in School (Grades 7–12)

Student AI Use Overview

🔔 **Remember:** AI is your *study buddy*, not your *substitute brain*. Always fact-check and think for yourself!

☑ You CAN Use AI To...	🚫 But You CANNOT Use AI To...
📖 Get help understanding tricky topics 💬 Chat with AI for study support and problem-solving 🧠 Brainstorm, outline, or fine-tune your ideas ✍ Check your grammar, spelling, and writing structure 📅 Set study goals or make flashcards 🔍 Explore different viewpoints or quiz yourself ❓ Ask questions to find out more about a topic	✗ Copy full answers or essays ✗ Let AI write your paper, code, or creative projects ✗ Use it to cheat or pretend it's your own work ✗ Translate your language class homework ✗ Plagiarize work ✗ Upload photos or any personal info (like name, birthday, address, etc.)
🔔 Your Responsibilities	🗣️ If You Break the Rules...
📄 Cite It Right! If you used AI, say so! Include what tool you used and how (e.g., "Checked for grammar using Grammarly"). 🔍 Fact Check Everything AI can get things wrong. Always double-check facts using books, trusted websites, or your teacher's materials. 🧠 Use Good Judgment Even if AI is allowed, your teacher might have special rules. When in doubt, ASK!	You could face: 🗣️ A redo, reduced grade, or a zero on the assignment 🗣️ A failing grade in the class 💻 Loss or reduction of tech privileges 🚫 Even suspension So, be honest, be smart, and use AI the right way!

🗣️ Questions?

Ask your teacher, tech staff, or the school principal before using AI. If you are accused of using AI by your teacher and you feel you did not or the use of AI was unclear in the assignment, you have the right to challenge that decision with your school principal. You will need to provide evidence, such as scratch papers showing your computations or notes, outlines, or drafts that you did showing the work leading up to what you turned in to your teacher.

Electronic Gradebook Teacher and Parent Expectations

The following guidelines were developed to assist students, parents, and teachers with the North Providence Middle Schools' Parent Portal. The Skyward Portal will enable you to view academic information via a secure internet connection.

Start of the Year

The beginning of a new school year is a very busy time for administrators, teachers, and the supporting educational programs in our district. Staff will need time to structure courses, enroll students, and prepare the student data in our system. Grading information in the parent portal could also be delayed until enrollments are final and staff has had the opportunity to prepare grading data in the student information system.

Recording Assignments and Grades

Teachers will follow the guidelines listed below with regard to updating and posting their grade book information:

- Teachers will record all student grades electronically within the North Providence Public Schools student information system (Skyward) within two weeks (may be longer for major projects or papers) of the work being completed by students.
- Formative (Progress) Assessments: are not calculated into the total grade.
- At the secondary level, the assignments will be categorized as Homework, Interim Assessments, and Summative Assessments

Types of Assessments

Summative Assessments

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

Homework completion/preparedness may account for a maximum of 10% of the total grade.

If you have a question about the Gradebook grade, please utilize the following protocol:

1. The parent asks their child to speak with the teacher
2. The parent contacts the teacher by email or telephone *

3. If the matter is not resolved after speaking with the teacher, the parent contacts the Content Area Leader (Department Chair)
4. If not resolved, the parent contacts the School Counselor and then the Assistant Principal

**Phone calls home are the most secure means of communication, besides in-person conferences, and should be the main form of communication, as email is not considered a secure means of communication.*

NPPS 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. This policy is inclusive of all students including our special populations.

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. Teachers use formative and interim assessments to support their instruction. These assessments will not be part of the total calculation of the students' grade. Technology practice tools such as iReady are to be used as part of a formative process by which a teacher informs instruction. Grade marks on the report card will be a numerical average based on assessments/assignments taken throughout each quarter.

Grade Reporting: It is expected that schools will make multiple attempts to intervene with and communicate to students and parents regarding incomplete and failing work. Parents are encouraged to monitor student grades in Skyward. Skyward can also be personalized to send periodic updates regarding student progress. Teachers at all grade levels will record all student grades electronically within the North Providence Public Schools student information system within two weeks (may be longer for major projects or papers). In extenuating circumstances, teachers will communicate with their administrator in advance for approval of an extension of this grade reporting timeline.

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 towards 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 WIDA descriptors and district ELL guidelines.

Grades are issued and reported according to the district reporting schedule which is established yearly. All parents/guardians/students have access to all grades through our district electronic

student information system.

Grading Scale:

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. (see full policy on the district website, <http://nprovschools.org/>)

Marking System

Report cards are issued every quarter. Each quarterly mark is indicative of the quantity and quality of the work done from the beginning to the end of the quarter only. For a full-year course, the final mark will be the weighted average of the four quarterly marks and the semester exams. For semester courses, the final mark will be the weighted average of two quarterly marks.

The present marking system includes a passing numerical grade of 65-69, (equivalent to a "D" letter grade). A student receiving such a grade will receive credit when applying at a post-secondary institution.

Report Cards

Report cards are issued four times a year at nine-week intervals and are mailed home. 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. Guardians are encouraged to contact school counselors if any difficulty arises.

Progress Reports

At the midpoint of each grading period, failure warnings are issued by teachers to the students and sent home electronically. These reports may require a guardian's signature. Guardians are encouraged to contact counselors if any difficulty arises.

During the third and seventh weeks of each quarter, additional progress reports may be sent out per a guardian's request of the guidance office.

Incomplete Grade

A teacher may issue a grade of incomplete (I), with prior administrative and department chair approval. A student may be issued additional time due to excused absences to complete required coursework. It is the student's responsibility to complete the coursework in the approved time frame determined by the administration and department chair. A grade of incomplete will automatically convert to the grade as it was at the end of the quarter if a student fails to complete the required coursework by the approved deadline.

Rotating Schedule

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	4	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

Academic Eligibility

Purpose

To establish student academic eligibility standards for middle school participation.

Definition

Students will be deemed academically ineligible when they have earned two (2) or more Fs, Incompletes, or zeroes.

Consequences

1. Once report cards have been issued, a student who earns 2 or more grades below a 65, Incompletes, or zeroes will be unable to participate in extra-curricular or co-curricular activities for the duration of the quarter. These include all extracurricular activities including athletic programs, clubs, drama, and dances.
2. A student is deemed to be academically ineligible until the next report card is issued.
3. If a student is deemed academically ineligible after the fourth quarter report card, ineligibility will apply to the first quarter of the following school year.
4. Eligibility will be determined using the Quarter 1, Quarter 2, Quarter 3, and Final grades.
5. A student who earns 2 or more incompletes due to medical extensions will have an opportunity to complete assignments from the grading period and the teacher will submit a grade change form. If the grade changes result in passing grades for the quarter, then the student will no longer be deemed academically ineligible.

Academic Support

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 p.m. – 3:05 p.m. where teachers are available for extra help. Schedules are posted on each school's website.

Physical Education

Determined throughout the week (Tuesday– Thursday) to maximize opportunities for students to make up gym classes.

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. If no students arrive for coaching, teachers may leave at 2:35 p.m.

Guidance

Both middle schools have school counselors that provide continuous assistance to students to deal with normal educational, personal, social, or vocational concerns. The guidance office is prepared to aid the student in making out their course of study, assist with modifications as needed, assist with post-secondary planning and assist with referrals to meet the needs of the special population. Guardians are encouraged to meet with the counselor whenever necessary on specific questions concerning programs or their child's future plans.

Every student, with the direction and assistance of the trained counselor, will develop a **Personalized Learning Plan (PLP)** to assist the student to set appropriate goals in planning for a productive future. Every student will be seen at least twice during the school year; however, students and parents/guardians are urged to call upon the guidance department for assistance whenever they feel their intervention is needed.

Support services have been expanded to include the services of professionally trained and experienced support staff, social worker, school psychologist, student assistance counselor, reading specialist, speech and language therapist, school nurse, MLL director, and other outside support services as needed.

Guardians wishing to meet with the counselor should call for an appointment as counselors usually plan their student conferences several days in advance and spontaneous guardian meetings might interrupt time designated for a student. This advance notice also provides time for the counselor to obtain teacher progress reports and other pertinent information that can lend itself to a more productive meeting.

Guardians may request Progress Reports from the guidance office. Students will receive Progress Reports at the midpoint of each quarter and the counselor will be happy to get Progress Reports as needed.

Some of the specific services and functions of the guidance department:

- Serve as a student advocate
- Coordinate services
- Organize and participate in orientation programs
- Refer students to appropriate professional resource personnel
- Conduct individual conferences
- Participate in all meetings regarding their students
- Conduct guardian/teacher conferences
- Plan informational conferences
- Publicize guidance-related information

- Participate in student scheduling process
- Articulate with elementary and high schools.
- Assist students with whatever counseling protocol that helps them both personally and academically

School Withdrawal and Transfers

Students who wish to withdraw/transfer from a North Providence Middle School must complete a Student Withdrawal Form and return it to the School Counseling Office before records can be released. The withdrawal form requires signatures from the parent and Principal or Assistant Principal.

Student Schedule Responsibility

Student schedules will be available for parents and students on the first day of school. The schedules can be accessed via the Skyward parent portal.

Schedule Changes

Once the school year begins, there will be NO changes to student schedules. Individual circumstances may be reviewed by the administration and/or guidance department on a case-by-case basis. Students are not permitted to drop or change a course for reasons of grade/average, homework, teacher, location or time of class. Changes may be made on a case by case basis dependent upon extenuating circumstances.

Athletics

Athletic Objectives

- To provide a positive atmosphere of school athletics at the North Providence Middle Schools.
- To provide opportunities that will allow athletics to serve as experiences where students may cope with problems and handling situations similar to those encountered in the contemporary world.
- To provide adequate and natural opportunities for: physical, mental, social and emotional growth and development;
- acquisition and development of special skills in activities of each students choice;
- team play with the development of such commitments as loyalty, cooperation, fair play and ethical conduct;

- directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.
- achievement of school goals and the students individual goals;
- provisions for worthy use of leisure time in later life, either as a participant or spectator; and development of leadership qualities.
- Remember that an athletic contest is only a game. A game is an opportunity for development, leadership, and grace.

Athletic Eligibility

To participate in interscholastic athletics at the North Providence Middle Schools, students must take a minimum of six courses in addition to physical education per semester and not have failed more than two courses, including physical education, at the end of the previous marking period. Eligibility shall be determined by grades at the end of the 1st quarter, the midterm grades, the 3rd quarter cumulative grades and final grades.

At all times, the students must have a passing grade of 65 in at least three of the four core areas, (ELA, Math, Science, & Social Studies) and Physical Education.

Students are NOT eligible if:

- they are excused from physical education for medical reasons (including a nurse's note);
- they transfer enrollment without a corresponding change of residence
- eligible provided that the Transfer/Waiver Affidavit has been completed by the losing and receiving school and it is determined that the student had not been a varsity roster member of said sport of interest. If a member of said roster played, then a waiting period is necessary before the student can become eligible.
- they do not comply with rules outlined in the Rhode Island Interscholastic League's Rules and Regulations. This publication may be found at www.riil.org.
- they are not in school on the day of practice and the day of a game or if the practice/game is to be played on a weekend or vacation, the student must be in attendance on the day prior to that weekend/vacation. Any exception to the rule must have prior approval of the Principal and the Director of Athletics.
- Students must be in attendance at school by the start of the school day and no later than 8:00am with a note to be considered present. An athlete must remain in school for the duration of the day.
- Dismissals are not acceptable on game days or on the Friday day prior to a weekend contest or the day before vacation. Only medical appointments, court dates and death in the family will be considered by the Principal and the Director of Athletics as reasons for early dismissal. If a student-athlete cuts a class or leaves the building unannounced, he/she will be ineligible to participate in the next league contest.

- Student athletes that are suspended or serving in-house suspension are ineligible to practice or play until reinstated by a parent.

Athletic Attendance

Student athletes must be in school on the day of practice and the day of a game or if the practice/game is to be played on a Saturday or Sunday, the student must be in attendance on the day prior to that weekend/vacation. Any exception to the rule must have prior approval of the Principal and the Director of Athletics. Students must be in attendance at school prior to 8:00AM with a note to be considered present. An athlete must remain in school for the duration of the day. Dismissals are not acceptable on game days or on the day prior to a weekend contest or the day before vacation. Only medical appointments, court dates and death in the family will be considered by the Principal and the Director of Athletics as reasons for early dismissal. If a student-athlete cuts a class or leaves the building unannounced, he/she will be ineligible to participate in the next league contest.

Athletic Programs

Baseball	Cheer	Girls Cross Country
Boys Basketball	Dance Team	Girls Soccer
Boys Cross Country	Fastpitch Softball	Wrestling
Boys Soccer	Girls Basketball	

Athletics Online

For information regarding team schedules, standings, directions, etc. log on to <http://www.riil.org>

Student-Athlete Participation In Physical Education

Regarding student-athlete participation in physical education, there is a need to establish a consistent policy. State law requires all students, including student-athletes, to complete 100 minutes of PE weekly. After consulting with the department of education on this matter, as well as talking to other schools, there is not much flexibility with this requirement, even though student- athletes participate in daily team practices and weekly competitions.

Regarding student-athlete participation in daily physical education class, in order to adhere to the state requirement that all students complete 100 minutes of weekly physical education, the following policy will be implemented:

All student-athletes are required to take physical education as scheduled during the season of their sport.

Extracurricular and Co-Curricular Activities

North Providence Middle Schools Activity Directory

The North Providence Middle Schools offer a wide range of co-curricular activities to their students. These include athletic, literary, service, and social groups. All students are encouraged to participate in these activities.

Co-curricular activities are a valuable part of the entire education of each student. However, participation in co-curricular activities should be maintained and supported by academic, attendance, and conduct standards. Each student should maintain high academic standards while also pursuing extracurricular activities that contribute to a well-rounded education.

Policy Regarding Attendance, Conduct And Co-Curricular Participation

NPMS events are open to enrolled students only. Attendance at school events is a privilege, not a right. Students must meet academic, behavioral, and attendance criteria in order to be eligible to attend. The school administration exercises the right to deny attendance to school events.

Students must be in good academic standing (have not failed 3 or more courses during a marking period/ Final Average). 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.

Dance Rules

Dances sponsored by NPMS are open to all NPMS students. Some dances are limited to certain grades.

- Dance tickets must be purchased in advance. All attendees must adhere to the dance rules.
- ***NO TICKETS*** will be sold at the door.
- Students on ***ACADEMIC INELIGIBILITY or SOCIAL SUSPENSION*** cannot attend school dances.
- Functions held away from the school are subject to all of the rules for student behavior at social functions and will be considered as if they were on school grounds.
- Students must be in school on the day of the event.
- No one will be allowed to leave a dance before the scheduled conclusion. If a student does leave the dance without permission, the chaperone will notify parents/guardians, and the student will be referred to the Assistant Principal for disciplinary action. Under no circumstance will a student be allowed to re-enter a function once he/she has left. A parent or guardian will be called for a ride or permission to leave the dance.

North Providence Middle Schools Athletic/Activity Co-Curricular Participation Contract

Each student who requests to participate in any sport or co-curricular activity shall be expected, along with their guardian, to agree to the terms of the following contract:

I, _____, am a student at North Providence Middle School. I represent the school, its faculty, staff administrators, and the citizens of the Town of North Providence. I take this **responsibility** seriously. I agree to abide by the following rules as a condition of participation in any co-curricular or school-sponsored activity, including athletics, clubs, organizations, elected positions, committees and school functions.

1. Smoking and drinking of alcoholic beverages is strictly forbidden. Any student guilty of either smoking or drinking/possessing alcohol will be dismissed from school activity participation for a period of time as outlined in the Code of Conduct.
2. The possession or use of any illegal substance will mean the **immediate** dismissal from school activities and a report filed with the appropriate authorities.
3. Any student dismissed from school activity participation for smoking, possession/use of alcohol or any illegal substances, will participate in and complete a mandatory counseling program as a condition of reinstatement appeal.
4. I will abide by all other school/district rules specifically stated in the Student Handbook and Discipline Code.
5. At the discretion of the administration, any student may be removed from participation in any co-curricular activity for chronic and/or severe violations of the school/district Discipline Code.
6. I understand that all co-curricular activities support the NPMS curriculum and I will strive to achieve academically to the best of my ability in all of my course work.

My signature below indicates that I understand and agree to all of the above stated rules and conditions.

Student Signature:_____ **Date:**

Guardian Signature:_____ **Date:**

Honor Societies

The North Providence Middle Schools maintain chapters in both the Rhode Island and National Honor Societies. Eligibility for these societies is determined as follows:

National Junior Honor Society

1. Selection

Selection as a member of the National Junior Honor Society is the pinnacle of a student's achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Selection to the National Junior Honor Society is a privilege, not a right. The student does not apply for membership in the National Junior Honor Society; instead, they provide information to be used by the selection committee to support their candidacy for membership. Membership is granted only to the student(s) selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specific level of academic performance. The other components of the selection process include leadership, service and character.

2. Prerequisite Conditions for Selection

Membership is open to qualified 8th graders. Criteria

The Faculty selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service and character.

Scholarship

The Scholarship requirement set by the National Council is based on a student's cumulative grade point average- the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the chapter is found.

Leadership

The Leadership criterion is considered highly important for membership selection.

Leadership roles in both the school and community organizations may be considered, provided that they can be verified.

Service

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

Character

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.

Honor Roll And Merit List

Any student who earns a 90 or above in each class with no incompletes achieves Honor Roll status. Any student who earns an 80 or above in each class with no incompletes achieves Merit List status.

Attendance

Purpose

The purpose of the North Providence Public Schools Attendance Policy is to ensure our students are successful. Studies show that attendance is directly related to a students' success in school. Rhode Island state law (16-19) mandates all students who have not reached their eighteenth birthday to attend school regularly. After that date, students are in school on a voluntary basis and submit to the state mandate as a condition of enrollment. Regular attendance at school results in a sense of responsibility, which is necessary for success in the workplace.

1. Daily attendance for all students in the district is mandatory.
2. Parents/guardians are required to provide a written or verbal reason to the school administrator for each period of absence, early dismissals or late arrival.
3. It is suggested that parents/guardians make every effort to refrain from scheduling personal appointments during the school day.
4. Repeated unexcused absences from school will result in a parent/guardian conference and detention may be assigned consistent with the amount of time lost from school. Continued unexcused absences from school will result in a referral to the Truancy Officer. Resources at the school level (nurses, social workers, counselors, truancy officer) may be utilized, if necessary, for truancy issues.
5. Repeated tardiness to school impacts student learning and leads to lost instructional time. Punctuality must be maintained during the school year.
6. Repeated lateness may result in student discipline in accordance with the Student Handbook.
7. Students must be in their assigned rooms at a time specified by the principal. When students enter school grounds, all school regulations pertain. Students are to report to their assigned location as soon as it is opened.
8. The North Providence Public Schools may initiate waywardness proceedings in the
9. Rhode Island Family Court based upon a student's truancy.
 - a) Before initiating any such proceeding, school personnel shall undertake all reasonable, educationally sound, corrective actions to address the student's attendance issues, and document in writing the actions taken.
 - b) No such proceeding shall be initiated against a student who does not have at least ten (10) unexcused absences during the school year.
 - c) Absences resulting from illness, a diagnosed chronic medical condition, diagnosed mental health issues, a legitimate fear of being bullied that has arisen following the submission of a written or formal complaint reported or filed with the police and/or school officials and until the merits of the complaint have been

determined by the police or school officials, an in or out-of-school suspension, or a documented family emergency (e.g., unanticipated and emergency childcare needs, funeral, illness of parent, etc.) shall not be considered unexcused. Illness should be documented by a medical professional (not a parent/guardian).

- d) Students shall not be required to provide a note from a physician or other health care professional for absences resulting from illness unless the student has been absent for more than five (5) consecutive school days as a result of the illness. However, if a student is absent for less than 5 days and provides a doctor's note, the absences will be excused.

10. Grades may be impacted as a result of missed class work, projects, quizzes and tests during any unexcused absences. All missed work must be made up in a timely manner.

Appeals Process for Excessive Absence

Loss of credit due to excessive absence from school may be appealed to the building principal in writing. A parent/guardian may appeal the decision to the superintendent's office in writing. If the parent/guardian is still dissatisfied at that level, the final appeal may be addressed to the North Providence School Committee in writing

Procedure

All student absences, late school arrivals and early dismissals are recorded in the district's student information system database. It is the responsibility of a student's guardian/ 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 or more unexcused absences. Once a student has missed 10 or more 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 guardian informing them of the excessive absences
- School Principal will follow up with the guardian/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 continue, the school principal will complete a non-attendance 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 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 guardian/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 guardian/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. NPMS students must report to the Office for a dismissal slip before leaving school. They are reminded that classes missed as a result of early dismissal count towards a loss of credit unless it is due to a medical appointment.

Parents and students are strongly encouraged to review the district policy on attendance. You can view the complete NPMS district attendance policy at <https://nprovschools.org/district-policies>.

***For the purpose of perfect attendance, a student must be physically present in the building for a portion of the school day. Excused/unexcused absences disqualify a student from perfect attendance. ***

Tardy To School

Reporting to school on time is expected of all NPMS students. Loss of instructional time due to tardiness may result in a major loss of learning, and, ultimately, lower performance in school. Therefore, North Providence High School has adopted the following steps and procedures when students arrive at school tardy.

- Students who arrive at class after 8:30 am will be deemed “tardy to school.”
- Guardians must provide a written, clearly stated reason for tardiness.
- Students arriving late to school must report immediately to the main office. The office will issue the student a pass that will admit the student to class.
- Students tardy after 11:30 am will be deemed ineligible to participate in athletics or extracurricular activities on that day.
- Students will be allowed three (3) tardies per school quarter without consequence.
- On the fourth tardy to school of the quarter, and for any tardy thereafter, students will be notified of the concern and the consequences that will be applied.
- If the student fails to complete the assigned consequence within the prescribed amount of time, further disciplinary action will result.
- Office detention may be applied as consequences. In cases of frequent tardiness to school, additional consequences such as social suspension may be assigned.
- A student who fails to report to their first-period class or to sign in late to the office and is physically present in the building or on school grounds may receive disciplinary action.
- Attendance records will be reported on the report card and permanent record card.
- Please note that extenuating circumstances do exist, and will be taken into consideration. It is important that such circumstances are communicated promptly with an assistant principal.

Late to class

Students arriving late to class without a valid excuse may be assigned teacher detention after school. The classroom teacher will instruct the student where and when to report for such detention.

Parents/Guardians and Student Responsibility

The responsibility to follow the law and regulations governing student attendance rests with the parents/guardians and students. Parents/guardians and students are ultimately responsible for regular and punctual school attendance.

It is the responsibility of parents/guardians to:

1. *Abide by the law and mandates governing attendance.*
2. *Stress the importance of regular and punctual school attendance with their child.*
3. *Provide the school with accurate and current daytime telephone numbers where they can be reached.*
4. ***Call** the school on the day of their child's absence to inform the school secretary.*
5. *Make every effort to schedule personal appointments for their child outside of school hours*
6. *Plan family vacations for when school is not in session*
7. *Arrange for make-up work in a timely manner*
8. *In cases of long-term illness, notify the school (school nurse **and** administrator) as soon as possible so that provisions may be made for appropriate instruction*

Family Travel and Vacation

Student absence from class for purposes of family travel or vacation is a loss of valuable classroom instructional time and is strongly discouraged. All work will be provided upon return to school; students are required to make-up all missed work. Absences due to family travel and vacation are considered unexcused absences.

North Providence Public Schools Code of Student Conduct Policy

Introduction

The Code of Student Conduct outlines the behavioral expectations and standards for students attending schools within the North Providence Public Schools (the “District”). These guidelines are designed to foster a safe, respectful, and supportive learning environment for all members of the school community.

At the commencement of each school year, each school principal shall ensure that the Code of Student Conduct is distributed to each student in their school. Each student, and their parent/guardian, must acknowledge in writing that they have received a copy of the Code of Student Conduct. All students must adhere to the standards outlined in this policy, regardless of whether they signed the written acknowledgment.

The Code is reviewed, with faculty input, and amended periodically by the administration, the Superintendent and approved by the School Committee. The District will administer the Code consistently with equal enforcement for all.

The rules and regulations set forth by the Code are intended to follow the policies as set forth by the North Providence School Committee as well as state and federal statutes. Any changes and/or differences decreed at state or federal levels would take precedence over the North Providence Code of Student Conduct.

Student Responsibilities

Students must adhere to established school policies, rules, directives, and regulations of their school and district. Students are expected to always maintain proper standards of behavior, and will:

- Respect and encourage the right to teach and the right to learn.
- Be actively engaged in learning, ask questions, collaborate, and seek solutions.
- Be on time to fulfill their daily commitments.
- Be appropriate; demonstrate behavior that is considerate of the community, the campus, and themselves.
- Be truthful and communicate honestly.
- Be responsible and accountable for their choices.

Scope of Code of Student Conduct

The Code of Student Conduct applies to conduct on school property, at school-sponsored activities and events, traveling to and from school, and off-campus conduct that impacts the school community.

Standards for Student Behavior Infractions ¹

School Committees have the power and duty to establish standards of conduct in the schools and for disciplinary actions.² The administration of consequences must be equitable and cannot be arbitrary or contrary to state-wide academic policy.

ACADEMIC

- Cheating, Forgery, Plagiarism
- Academic Non-Compliance

ACCOUNTABILITY

- Cutting, Removal from, or Leaving Class, Lunch, Detention or In School Suspension or Intervention
- Leaving School Campus
- Tardy to School
- Truancy

BEHAVIOR

- Class Disruption
- Damage, Theft, Vandalism of Property
- Possession and/or Use of Disruptive or Potentially Unsafe Devices (e.g., stink bombs, water pistols, air horns, lighters, etc.)
- Insubordination, Defiance, Disrespectful Behavior
- Lunchroom and Corridor Misconduct
- Physically Aggressive Behavior
- Vulgarity, Obscene Gestures, Pornography
- Vulgarity, Obscene Gestures, Pornography Directed at an Individual

ENDANGERING BEHAVIOR

- Threatening Behavior (e.g., threats of arson or bombs, threats to individuals)
- Assault, Arson, Bomb
- Fighting or Instigating a Fight (regardless of whether fight results)
- Bullying (Harassment or Intimidation)
- Sexual Harassment
- Dating Violence (other than assaults)/Electronic Dating Violence
- Possession of Weapons, Bullets, or Potentially Unsafe Devices³
- False Alarm and/or False 911

¹ The following list of infractions are guidelines and not meant to be an all-inclusive list.

² R.I. Gen Laws § 16-2-9(a)(16)

³ Any student who brings a firearm or a realistic replica of a firearm within school premises, premises being used for school purposes or activities, into a vehicle used for school transportation, or onto a roadway or path along which school children or teachers are walking to school shall receive an out of school suspension for one year. The Superintendent may shorten this term, on a case-by-case basis. Law enforcement agencies shall be immediately notified of any weapons offense.

- Video Voyeurism ⁴

OTHER

- Cell Phones/Recreational Equipment
- Dress Code Violations
- Distribution of Unauthorized Material
- Gambling
- Headwear (e.g., hats, hoods, bandannas)
- Overt Display of Affection

SUBSTANCE ABUSE

- Use/Possession of Tobacco Products, Including Electronic and Non-Combustible Smoking Devices
- Possession/Use/Under the Influence of a Controlled Substance, including Unauthorized Prescription Drugs, Drug Derivatives, Natural or Synthetic Substances, or Alcohol
- Distribution, Solicitation, Sale or Intent of Sale of Controlled Substances or Falsely Presented Substances, including Unauthorized Prescription Drugs, Drug Derivatives, Natural or Synthetic Substances, or Alcohol
- Possession/Distribution/Sale of Paraphernalia

Disciplinary Procedures

1. Student Behavior Infractions may result in the imposition of one or more of the following Disciplinary Measures:
 - **Parent/Teacher Conference:** A scheduled meeting between the parents/guardians of a student and their teacher(s), to discuss the student's misconduct.
 - **Restorative Practices:** Practices that focus on relationships, responsibility, and repair of harm caused by the student's misconduct. This may include payment of restitution, community service, or other practices. These practices aim to address behavioral issues through dialogue, understanding and accountability.
 - **Detention:** The loss of free time before, during or after school, for up to one (1) hour.
 - **In-School Suspension/Intervention:** The removal from classes by the principal or their designee for not more than ten (10) days, and placement within the school.
 - **Social Suspension:** The exclusion from all extracurricular activities for a period of time. This includes but is not limited to, such activities as dances, sports, proms, banquets, recognition ceremonies, school-sponsored trips, and end-of-the-year exercises, such as Graduation.

⁴ The intent to capture an image of a private area of someone without their consent, and knowingly doing so when they have a reasonable expectation of privacy.

Out-of-School Suspension

The denial of school privileges and exclusion from school by the principal or their designee for not more than ten school days.

1. Teachers and school administrators will evaluate infractions on a case-by-case basis to determine the appropriate consequence. Teachers and school administrators may consider the nature and circumstances of the infractions, input from staff and students, input from administrators, and the student's prior history of consequences.
2. A student may only receive an out-of-school suspension if the student is a disruptive student or the student represents a demonstrable threat.⁵ A student may not receive an out-of-school suspension if the sole infraction is attendance-related.⁶
 - a. A disruptive student is defined as an individual who:
 - i. Exhibits persistent conduct which substantially impedes the ability of other students to learn OR
 - ii. Otherwise substantially interferes with students, staff, teachers, or administrators' right to a safe and secure school, AND
 - iii. Who has failed to respond to corrective rehabilitative measures presented by staff, teachers, and administrators.⁷
3. If a student receives a suspension that is greater than ten school days, that student is entitled to an Alternative Education Program.⁸
4. In all disciplinary matters (including in-school and out-of-school suspension), due process and all legally mandated procedures regarding the discipline of students with disabilities will be followed.⁹ See:
<https://ride.ri.gov/students-families/health-safety/discipline-schools>
5. If a student who has a disability or a suspected disability under IDEA or Section 504, is to receive a discipline that would change their placement, or violate an established IEP, BIP 504 plan¹⁰, or other accommodation, they shall undergo the appropriate process before the imposition of such discipline.¹¹
 - a. A change in placement is defined as an exclusion of more than ten (10) consecutive school days or a series of disciplinary removals that total more than ten (10) school days in a school year.

⁵ R.I. Gen Laws § 16-2-17 (a) and 16-2-17.1

⁶ R.I. Gen Laws § 16-19-1

⁷ Id.

⁸ R.I. Gen. Laws § 16-21-27

⁹ See Individuals with Disabilities Act, 20 U.S.C. § 1415 and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

¹⁰ A parent or guardian may request an evaluation or reevaluation under Section 504 for their child's disability based behavioral needs. See C.F.R. § 104.35

¹¹ 34 C.F.R. § 300.530(e)

Appeals

The Department will implement the following procedure for discipline, including in-school and out-of-school suspension:

1. When a student is considered for an in-school or out-of-school suspension, before a decision is made, the student will be entitled to a meeting with the principal or designee at which time the student shall be provided an opportunity to discuss the violation of the code of conduct. During this meeting, the student will be provided with oral notice of the allegations, and if the student denies these allegations, the school will explain the evidence they possess. Then, the student will be provided with an opportunity to present additional information and/or an explanation for the student's actions.
 - a. After this meeting, the student and parent will be informed of the decision to suspend the student, either in school or out of school, within one day. This notification can be provided either orally, in person over the phone, or through electronic mail or regular mail.
 - b. If there is an emergency requiring the student's immediate removal after an incident, as determined in the judgment of the principal or their designee, then this meeting will occur as soon as the student can be present for the meeting.¹²
2. Upon issuing a decision for an in-school or out-of-school suspension the principal or their designee shall provide a parent or guardian with written notice, either in hand, through regular mail, to the parent or guardian's last known address as reported on school records or through electronic mail, informing the parent or guardian of the issuance of an in school or out of school suspension involving their student and the reason(s) for it.
3. The student, parent or guardian may request an appeal of the School Committee's decision to the Commissioner of Elementary and Secondary Education.

Student Behavior

North Providence Middle School Commitment To Safety

Student behavior shall be respectful and considerate to others. Rules and regulations for this purpose shall be consistent with policies of the Board and applicable state laws. The intent of all disciplinary proceedings should be the development of student growth and responsibility and should be carried out in the spirit that students and staff shall treat one another with dignity.

It shall be the responsibility of principals and teachers to enforce such rules for school and class control as the school administration may establish and to make every effort collaboratively with

¹² "Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school." *Goss v. Lopez*, 419 U.S. 565 (1975).

guardians and students. The student has a right to know that removal from school, suspension, expulsion, or legal prosecution may result from the following acts of misconduct and/or violation of these rules in the school, on school grounds, at school functions, or on the way to or from school.

1. Disruption of School

A student shall not engage in the use of violence, force, 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:

1. Adherence to the Dress Code Policy;
2. Impeding of free traffic to or within the school;
3. Setting off fire alarms;
4. Strikes or walk-outs;
5. Setting off firecrackers, smoke bombs, or other incendiary devices;
6. Making noise or acting in any manner so as to interfere with teacher's ability to conduct his/her class;
7. Extortion;
8. Falsifying information; or
9. 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 guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Compensation for the complete restoration of the damage will be required.

3. Assault/Harassment

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.

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, 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, And Other Drugs

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 comply with the direction of any authorized school personnel.

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.

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.

9. Gangs

No person shall participate or otherwise be involved in gang activities on school property or at school-sponsored activities. Gang activities that are prohibited include, but are not limited to, recruiting or initiating members, wearing clothes or symbols that identify a person as a gang member, fighting, assaulting, hazing, defacing property with gang graffiti, and establishing "turf."

10. Attendance

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor academic performance. Therefore, all students should plan their non-school activities on Saturdays, school holidays, or after school. The entire school community desires that each student should reach their potential. This can only occur if the student is in regular attendance at school. Students must comply with state laws and school regulations regarding attendance.

11. ADVERTISEMENTS

Students are not permitted to post or distribute on school grounds any flyers, posters, advertisements, or any other materials without the written approval of an administrator.

Discipline Philosophy

North Providence Public Schools 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 Public Schools 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.

Consequences/Disciplinary Actions

The following are guidelines administrators will follow with regards to the disciplinary procedures. **Circumstances and/or situational issues surrounding individual occurrences not specifically mentioned in this handbook will be dealt with based on administrative discretion.**

Disciplinary procedures will include, but are not limited to the following:

Detention

Student detention assignments have priority over home commitments, athletics, work, appointments, and any other outside activities. It is the student's responsibility not to incur detention, particularly if they have after-school commitments. Students are given one day's notice of detention allowing students to inform their parents, coaches. Should a student be absent from school on the day they are to serve detention, it is expected that the detention will be made up on the next scheduled detention date.

Classroom/Teacher Detention

Classroom teachers may discipline students for minor offenses. One day's notice (24 hours minimum) will be given to the student. Teachers will reschedule the student detention if the student is absent from school on the day of their scheduled detention. If behavior persists, or if a teacher assigned detention is missed, the student may be referred to the assistant principal for disciplinary action.

Office Detention

Office detention is a disciplinary measure assigned for minor violations of school rules. This detention is held from 2:30 p.m. to 3:30 p.m.

Rules and Regulations

The North Providence Public Schools is committed to promoting a positive school culture which maintains a balance between the needs of the educational system and the needs of individuals. It is expected that all students will adhere to the rules as outlined in the student code of conduct.

Rules Governing After-School Detention

1. Students must be seated in the detention room by 2:30 p.m.
2. Students must bring work to do during the detention period.
3. To ensure focus this will be a silent period.
4. At 3:30 p.m. students must leave the school quietly through the nearest exit.

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:

1. **Detention** – which is the loss of free time before or after school.
2. **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.
3. **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.

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

Suspension Offenses

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

1. Conduct which endangers persons or property or is seriously disruptive to 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 (5-10 days - secondary). Students 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. (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, automatic referral to Student Assistance Counselor.
 - 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, staff member. (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.
- d) Defiance of authority, insubordination, or verbal abuse to an Administrator, Teacher, or staff member. (1-5 days all levels).
- e) Leaving school grounds without permission. (First offense - 1 day, increasing after the first offense).
- f) 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, automatic referral to Student Assistance Counselor.
- g) 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).
- h) Repeated violations of offenses, which have resulted in detention, may result in In School Suspension for insubordination. (1-5 days all levels).

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, nightstick, pipe, studded bracelet, etc.).
- Any other item by virtue of its shape or design gives 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.
 - 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.
3. Schools are encouraged to keep open communications with guardians 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 guardians. If the guardians also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.
5. A guardian 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 guardian(s) or guardian(s) immediately to inform them of the length of the suspension and to arrange a guardian conference.
3. The Administrator shall, when feasible, within 24 hours of the beginning of the short-term suspension, send a notice to the guardian(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)' guardian(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 guardian 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 guardian or guardian will be afforded the procedures stated in sections 1, 2, 3 & 4 above. Such notice shall be written in the guardian'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:

- Representation and participation by counsel; and
- 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 furnish 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.

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 commitment to safety at a bus stop or on a bus could lead to their transportation being withdrawn, in cases of persistent behavior. Guardians and students are encouraged to report any dangerous or hazardous situations which they may observe at the bus stop or on the bus.

1. Any student who lives more than 1 mile from his or her school is eligible for bus privileges.

2. Students are issued bus privileges that may be revoked if the code of conduct is not obeyed.
3. Students found in violation of the code of conduct may be subject to a suspension of bus riding privileges. However, suspension from the bus does not necessarily mean suspension from school.

Bus Procedures And Code Of Conduct For Students

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

1. The driver/monitor is in full charge of the bus and students. Students must obey the driver/monitor promptly and willingly. The school bus is a "classroom on wheels." Students should conduct themselves as they would in school.
2. Students shall ride their regularly assigned bus at all times unless the school authorities have granted permission. 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 permission of school authorities, no student shall be permitted to leave the bus except at their regular stop.
4. Students must enter and 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, students should be in view of the driver/monitor at all times.
5. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough or 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 while boarding the bus.
6. Students who have to walk some distance along the highway to the bus-loading zone where practicable should walk on the left hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
7. Students 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 students at the bus loading area. Students should refrain from pushing and shoving other students. Fighting will not be tolerated.
9. Each student may be assigned a seat in which they will be seated at all times, unless permission to change is given by the Administration and/or drivers.
10. Students 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. Foul and abusive language will not be tolerated. Avoid behavior that might distract the driver. The lives of all students are in their hands, including your own.
12. No student shall sit in the driver's seat nor shall any student 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 them at once.
14. Be respectful to your bus driver/monitor. They have a very important task to perform and need your help.
15. Be prompt and orderly and courteous at emergency drills. They 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 student shall open a window on the school bus without first getting permission from the school bus driver.
17. No student shall at any time extend their head, hands, or arms out of the window, whether the school bus is in motion or standing still.
18. Students 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 companion animals.
19. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
20. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the window.
21. There will be no eating or drinking on the school bus.
22. There will be NO SMOKING OR LIGHTING MATCHES AT ANY TIME on the bus (R. I. Public Law). The 60-gallon tank under the bus contains a dangerous cargo that could be ignited inadvertently with lethal force.
23. The use of alcohol or drugs on a school bus will not be tolerated.
24. Students are not to run errands between the bus stop and their home.
25. Guardians of students found damaging buses will be responsible for proper reimbursement to the school district.
26. Students' misconduct on a school bus can be grounds for removal.

Progressive Discipline Code For School Bus Transportation

- Students will be referred to the Administration and guardian(s) will be notified. Suspension from riding the bus may occur.
- Students will be suspended from riding the bus for two (2) days. Administration will notify guardians and follow school procedure as is done in any discipline problem.

- Students will be suspended from riding the bus for two (2) weeks. Note: After the third offense, the guardian(s) of the student must contact the Administration and arrange for an appointment before the student is allowed back on the bus.

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

<https://nprovschools.org/district-policies>

Code of Honorable Conduct

Students shall conduct themselves to comply with the following Code of Honorable Conduct.

A student shall:

- attend school regularly and punctually
- be diligent in their studies
- cooperate fully with all school personnel and classmates
- respect the rights and property of others
- comply with school rules
- be accountable to teachers for their conduct
- follow through with basic student responsibilities

Positive Behavior Intervention and Supports (PBIS)

PBIS is a systems change method that promotes positive behaviors in students. Strategies are developed that manage student behavior in classroom settings and outside of classroom settings. It is an all-encompassing system of behavior management where all parties involved are on board, so that behavior management is not produced in a piecemeal way. Instead, all students in a school are accountable with support to behave in ways that positively affect them personally, academically, socially, and from a health perspective. PBIS is designed to positively affect not only the student behavior, but student quality of life.

Cafeteria Expectations

North Providence Middle Schools have a policy of a closed lunch period for all students. All food and drink consumed at North Providence Middle Schools must be consumed in the cafeteria.

Students are expected to:

- Display polite and orderly behavior.
- Take a place in line without cutting in.
- Deposit trash in the appropriate barrels.
- Clean the lunch table before leaving the cafeteria.
- Refrain from littering and throwing food or any object.

- Respect the rights of those who will be using the same facility.

Because of disturbance to classroom instruction, students are not permitted to wander through the corridors or go to lockers during lunch periods.

Hallway Expectations

Students are to stay out of the halls during all class periods unless they have a pass from a staff member. Students who are tardy to school must enter the building and report to the main office. Students who are found in the corridor without a pass may earn detention. Students found loitering and/or impeding the flow of traffic will face disciplinary action.

All Middle School students will:

- Actively proceed to class.
- Keep the hallways and lockers clean.
- Use appropriate language and volume.
- Show consideration for the emotional and physical space of others.
- Respond to the directions of school personnel.
- No one is to be in the hallway the first 10 minutes of a period and the last 10 minutes of a period unless it is an emergency.

Dress Code

North Providence Public Schools is committed to being a diverse and inclusive community and respects students' rights to express themselves through their dress.

As such, the responsibility for the dress and appearance of the students will rest with individual students and their parents. They have the right to determine how the student will dress provided that their attire meets minimum requirements for health and safety and does NOT:

- Defame, demean or promote violence or aggression against any individual or group
- Promote the use of alcohol, drugs, or tobacco products
- Reference sexually provocative or explicit content
- Cause disorder or disruption in the school

Guidelines for student dress, which will be developed and enforced by the administration in individual schools, shall be written in a manner free from discrimination based on race, color, creed, religion, ancestry, national origin, sex, gender identity or expression, sexual orientation, marital status, genetic information, disability, pregnancy or a related condition, veteran status, age, or homelessness.

School administrators are authorized to take action when students' attire does not meet the stated requirements. Enforcement of the dress code should be done in the least restrictive manner to reduce disruption to the student's school day, minimize the loss of instructional time, and preserve the respect and dignity of both the student and the school community.

Student dress should not pose a clear and present danger to the student's health and safety, cause interference with schoolwork, or create a classroom or school disorder.

Lockers

All lockers are property of the North Providence Public Schools 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 MIDDLE SCHOOLS assume 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, the replacement cost is \$5. 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]

Assembly Behavior Guidelines

Different kinds of performances warrant different kinds of behavior. What is acceptable at an athletic contest or rock concert is not appropriate at a choral concert or school assembly. Please observe the following guidelines during our school assemblies. Help us to continue the North Providence Middle Schools' tradition and outstanding reputation.

1. Upon administrative direction, students should report to the gymnasium in order to be seated before the program begins.
2. Students should remain seated with their class until they are dismissed.
3. Feet belong on the floor and not on or draped over the front or adjoining seats.
4. The audience should be quiet and avoid unnecessary comments or noises so as not to detract from the program or prevent others from enjoying it.
5. Food and/or beverage are not permitted at any assembly.
6. Students may not be admitted after the program has begun.
7. Students who are removed from an assembly will face disciplinary action.

Corridor Pass Expectations

Students are not allowed out of class without an official school pass.

There will be no passes given the first 10 minutes of every period and last 10 minutes of every period (except for emergencies).

Social Suspension Policy

Students receiving social suspension will be ineligible to attend or participate in ALL co-curricular activities. Students will receive social suspensions for failing to meet behavioral, academic and/or attendance standards. Social suspensions will last for a determined number of calendar days.

Attending and/or participating in co-curricular activities is a privilege for NPMS students. The student is representing NPMS; therefore, any student who consistently violates the rules and regulations at NPMS is subject to disciplinary actions, which include a social suspension from all NPMS co-curricular activities for an amount of time to be determined by the school's administration.

Social Suspension means that a student is not eligible to participate in any school sponsored co-curricular activities both on and off campus, including proms, post proms, class trips, athletic events, and other events for a certain length of time. If a student attempts to attend an event while on social suspension, that student will be subject to disciplinary action including suspension from school and/or an extension of the social suspension.

North Providence Public Schools Artificial Intelligence (AI) Policy

Please review the policy and protocol at <https://nprovschools.org/district-policies>.

Unauthorized Electronic Devices

Phones/Electronic Devices (https://drive.google.com/file/d/1Deqli1qF-rldhj_lfhKLJXaBXo9loEN_/view)

Pagers, cell phones and any electronic devices are not to be used in school, in compliance with Rhode Island State Law. The administration urges parent/guardian support in the issue of cell phones. It is imperative that guardians contact the office to get in touch with their child 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 away 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 unless authorized by administration and teacher.

- ❑ Sexually explicit pictures/images on any device on school grounds is prohibited
- ❑ Possession of sexually explicit digital pictures is prohibited
- ❑ Sending, sharing, viewing, or possessing material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is prohibited
- ❑ Any violation will be reported to the police and may constitute a crime

Students will be required to place their phone in a phone locker. Use of personal electronic devices may be allowed in the cafeteria and in the corridor during passing time.

If an electronic device is seen or heard during the classroom setting, it will result in the following:

a. First Offense:

- i. The phone/electronic device is confiscated for the day and returned to the parent/guardian.
- ii. Phone call to parent/ guardian

b. Second and Following Offenses:

1. Phone call to parent/ guardian
2. Progressive discipline to be followed.

Cyberbullying

Any form of harassment using electronic devices, commonly known as cyberbullying, by students is prohibited. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.

The use of Generative AI or other digital tools to create, alter, or distribute 'synthetic media'—including 'deepfakes' (simulated likenesses) or cloned voices—intended to harass, humiliate, or impersonate any member of the school community is strictly prohibited. In

addition, any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students who engage in such activity on school grounds, or off-campus if it creates a material disruption to school operations, shall be subject to the penalties outlined in the NPPS Safe School Act Statewide Bullying Policy.

Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, voicemail, AI-generated media, or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action.

Rhode Island Safe Schools Act- Statewide Bullying Policy

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 affects 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 Public Schools from complying with federal antidiscrimination laws.

Definitions

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

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

If the electronic expression or AI-generated media is created off-campus and without the use of District technology, it shall fall under this policy only if it creates a material and substantial disruption to the educational environment or the daily operations of the 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 most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

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

- a) The creation of a web page or blog in which the creator assumes the identity of another person.
- b) The knowing impersonation of another person as the author of posted content or messages; or
- c) The distribution by electronic means of communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more people, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.
- d) Synthetic Media (Deepfakes): The creation, distribution, or posting of AI-generated images, videos, or audio recordings that appear to be authentic representations of a student or staff member but are fabricated, used for harassment or impersonation; or
- e) AI-Enabled Impersonation: Utilizing generative AI tools to mimic the writing style or voice of another individual to send messages or post content that causes emotional harm.

AT SCHOOL means:

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

AI Assisted Technology

Software applications that utilize artificial intelligence to perform tasks that typically require human intelligence, such as understanding natural language (Generative AI) or recognizing patterns.

School Climate

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

Policy Oversight And Responsibility

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

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

Information Dissemination

General Notification

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

This policy shall be:

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

Notice of AI-Enabled Harassment

In alignment with state guidance on the responsible use of Artificial Intelligence, the district shall provide explicit notice regarding the intersection of AI and cyberbullying. This information, made available on the district website and referenced in this student handbook, shall include:

Synthetic Content Disclosure: Notice that “electronic expression” includes the unauthorized creation or distribution of AI-generated images, audio, or video (Deepfakes) intended to harass or impersonate others.

Awareness of Heightened Risk: Education for students and families on the “heightened risk” posed by AI tools which make it easier to create “fake information with the potential for significant harm”.

Academic and Behavioral Expectations: Clear communication that students are responsible for all digital content generated under their accounts, including synthetic media that causes a material disruption to the school environment.

Mandatory Distribution Channels

This policy, including the specific notices regarding AI and synthetic media, shall be:

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

Reporting

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

The Bullying or Cyberbullying Reporting Form can be found at this link:

<https://docs.google.com/document/d/18GJyEkc7yfw-t0nNO0jTPpsejUi5bnc4/edit>

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

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

Parents/Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

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

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying.

Student reports of bullying or retaliation may be made anonymously, provided that no disciplinary action shall be taken against a student solely based on an anonymous report.

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

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

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

Investigation/Response

General Investigation Protocol The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed.

AI-Generated Evidence and Technical Literacy When an investigation involves electronic expression, administrators must evaluate the authenticity of the evidence to account for the potential for significant harm from AI-generated fake information.

Authentication Standards: Administrators shall take reasonable steps to verify if digital evidence (images, audio, or text) has been altered or created using generative AI tools.

Administrative Training: Building administrators shall receive training to recognize the markers of synthetic media and evaluate AI-generated evidence to ensure fair judgment and avoid “arbitrary and capricious” findings.

Verified Human Oversight To mitigate the risks of emerging and not yet fully understood technology, human judgment must remain the central authority in all bullying determinations.

Mandatory Review: No disciplinary action shall be taken based solely on the output of an AI detection tool or automated software.

Contextual Evaluation: Investigators must consider the intent and the material and substantial disruption caused to the school environment, regardless of whether the content was human or AI-authored.

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

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

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

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

Disciplinary Action

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

AI-Related Disciplinary Considerations When bullying involves the use of Artificial Intelligence or synthetic media, the district shall consider the following factors in determining discipline:

Content Impact: The degree to which the AI-generated content (e.g., deepfakes or impersonations) caused a “material and substantial disruption” to the educational process or the orderly operation of the school.

Intent and Scope: Whether the AI was used to intentionally bypass safety protocols or to amplify harassment through automated means.

Mandatory Remediation: In cases of AI misuse, disciplinary action should include

a mandatory “AI Literacy” restorative component to ensure the student understands the legal and ethical implications of synthetic media.

Range of Disciplinary Actions The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying - including AI-enabled infractions - or retaliation shall include, but not be limited to:

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

Social Services/Counseling

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

Social Networking

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

Other Redress

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

See full policy on district website. <https://nprovschools.org/district-policies>

Guidelines for Social Events

1. The school administration has authority to control student conduct which directly relates to the school and its efficiency. Rules and regulations may be imposed to ensure proper discipline and decorum in the classroom, on campus, and at school-related activities. The physical boundaries of a school do not represent the limits of its authority to control the conduct of its students. Conduct that occurs off campus or at non-school related activities

may be subject to discipline by the school if the conduct has a direct and immediate effect on the discipline or general welfare of the school.

2. Functions held away from school are subject to all the rules for student behavior at social functions and will be considered as if they were on school grounds.
3. Under no circumstances will a student be allowed to re-enter a function once they have left. The student must leave the grounds immediately.
4. Students must be eligible and not be on social suspension.
5. If a student is deemed socially suspended less than 8 calendar days prior to a scheduled event, payment for that event will not be refunded.

Post-School Supervision

Pick-ups: Parents/guardians will be instructed to pick up students in the same location they drop off in the morning. **At 2:30 p.m. all students must leave the building unless supervised by a staff member.** All students waiting for a ride in the building after 2:30 will be required to wait in the student waiting area/front lobby.

Health Services

The Nurse/Health Office is open the entire day, with the exception of the nurse's lunch and prep period, for the convenience of a student or staff member who becomes ill or wants a conference with the school nurse. Students who become ill during school must request a pass to the Nurse/Health Office from the classroom teacher whose class will be missed. The nurse processes dismissals when a student has been injured or becomes ill. Guardians are notified and arrangements for transportation and further medical care are needed. It is imperative that the school has a record of an emergency telephone number. The school nurse assumes responsibility only until the guardian, guardian or family physician takes over.

All medical excuses for gym class should be presented to the school nurse and necessary temporary re-assignments will be made and a copy of the excuse will be given to the respective teacher. Students with exclusions for less than two (2) weeks will report to Physical Education classes as scheduled. Students with exclusions for more than two weeks will be scheduled to study. It is the responsibility of the student to take an exclusion to the nurse and appropriate teacher promptly after the medical exclusion is issued.

Medical excuses for absences should also be brought to the nurse on the day the student returns to school after illness.

Medications

From time to time it may be necessary for your child to take medications for a medical condition. We ask that you follow the guidelines when it is necessary that medication be administered during the school day.

1. The North Providence Medication Request and Authorization form must be completed for all prescription and over-the-counter medication.
2. All medications, including inhalers, should be kept with the school nurse. If a student is self-administering any medications, please inform the school nurse of this in detail. If a student is carrying medication on his/her person, please inform the school nurse. We do not advise self-administration of medication or those students carry medications on their person.
3. All medications should be delivered to the school nurse by the student's guardian/guardian—not by the student their self unless they are a legal adult. The school nurse may have questions regarding the medication that the child may not be able to answer.
4. Please keep the school nurse informed of changes in any medication—dosages, time the medication is to be taken, etc.
5. To best ensure that the school nurse administers the student's medication, please make every effort to request that your physician prescribe the medication so that it is taken during the time the school nurse is available. We make every effort to accommodate all medication requests. Please contact the school nurse to discuss this prior to sending medications to school.

The above guidelines are offered as a safeguard for you and the student. We take our responsibility in this regard most seriously and we request everyone's assistance and cooperation in this matter. Please do not hesitate to contact the school nurse if you have any questions regarding this or other health issues.

Computer / Technology Resources Authorized User Policy

The North Providence School District recognizes the need for computers, electronic communications, and Internet access systems and the vital role they play in assisting District employees and other authorized users in providing numerous public services for education. The District provides computers, electronic communications, and Internet access systems as tools that will assist employees in providing these services as part of their daily functions. Be advised that if the District or its Communications Department staff discovers evidence of misuse, illegal activity, unauthorized or undisclosed use of Generative AI, or any activity that violates any of the District policies and procedures, or an individual school technology policy, the District may consider appropriate corrective action, discipline, and/or disclosure of evidence to law enforcement officials. All information and communication on the District technology system is the property of the North Providence School District and there is no expectation of privacy. While respecting the privacy of our authorized users, the North Providence School District is also concerned with protecting and securing itself and its computerized information. The District needs to maintain a high level of professionalism and therefore needs to monitor and manage the use of its resources in a manner that will

maximize business and educational operations. All policies and procedures pertaining to the District networks and devices shall be described in its “North Providence School Districts Information Security Policy” that is located on the District Web-site and on hard copy held by Human Resources for distribution to new employees of the district.

- This policy is applicable to all authorized users that have access to a District owned or sponsored computer, software, and network facilities which consequently may have access to electronic mail, online services, and the use of shared folders and documents.
- The purpose of this policy is to define the rules of conduct and behavior of all North Providence School District authorized users when utilizing the District electronic communications (email), Internet, phone, and network systems. The rules apply to access of the District technology resources at any location, from any device, via wired or wireless connection.
- Certain approved users may be assigned to open or restricted Internet access where such access is essential to the performance of that user’s duties.
- Request for Internet access to sites that are blocked by the District for educational purposes shall request approval following the Districts approved “School Internet Content Filtering Policy” posted on the District website. Access for staff members’ related activity for an approved user must be done in writing by the approved user’s Principal or Department Chair to the Director of Communications.
- The provisions of this policy shall apply to the whole of the District, its District associates and all authorized users utilizing any District provided computer, software, network service, or any other school District information system or service.
- All users are reminded that electronic communications and Internet access is subject to all applicable Federal, State and local laws, regulations, ordinances, or policies.
- Authorized users are responsible for observing copyright and licensing agreements that may apply when downloading files, documents, and software, and intellectual property rights pertaining to AI-generated content. Users must clearly disclose when AI tools have been used to create or significantly alter district-sponsored materials or communications.
- The provisions of this policy shall apply to the whole of the District, its District associates and employees, and to any vendor and/or contractor or consultant utilizing any District provided Wi-Fi, computers, including laptops, MDT’s, either on or off district premises, during or outside of normal working hours.
- All email, electronic, and/or phone correspondence sent and received by District employees for:
 - All School Department business
 - All correspondence between District employees and students
 - All correspondence between District employees and parents or guardians
 - All correspondence between District employees and medical professionals.
 - All correspondence between District employees and any Federal, State, and local officials **SHALL BE DONE USING THEIR DISTRICT PROVIDED EMAIL ACCOUNT**
- In accordance with the District AI Policy, authorized users are prohibited from entering personally identifiable information (PII) of students or staff into any

unauthorized Generative AI platform. Staff must ensure that any use of AI in professional duties (such as lesson planning or administrative tasks) maintains human oversight and does not bypass professional judgment or district security protocols. Examples of PII include, but are not limited to, names, address, phone numbers, pictures, or any other information that when used together can identify an individual.

At no time shall an employee use a personal Email account or phone to conduct any District business listed above

For the full policy please visit the District's website:

<https://nprovschools.org/district-policies>, [Acceptable Use Agreement](#), [Acceptable Use Policy](#)

Public Address System

The public address system is used for announcements that have all-school interest. All announcements must be approved by a member of the administration.

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, they 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 extracurricular activities (including, but not limited to, athletics, dances, proms, etc.) if a student has not reimbursed the school within ten (10) days of being notified of an outstanding balance.

Student Assistance Program

The Student Assistance Program is a prevention and early intervention program designed to help students make healthy decisions. The Student Assistance Counselor is a professional who is available five days a week at North Providence High School. The program provides supportive counseling services as well as alcohol and drug education and smoking cessation groups to students in our school.

Parent/Guardian Receipt of NPMS Handbook 2026/2027

Student Information

Student's Name _____

School _____

Parent/Guardian Section

I have read the North Providence Public Schools Middle School 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 _____

Student Section

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. My signature also indicates that I understand the penalty for each of the listed discipline violations.

Student's Signature _____

RETURN THIS PAGE TO YOUR SCHOOL