

RIVERSIDE MIDDLE SCHOOL

WWW.EPSCHOOLSRI.COM/RIVERSIDE



2017 - 2018

STUDENT HANDBOOK

PLEASE KEEP THIS DOCUMENT FOR REFERENCE

School Contact Information

Riverside Middle School
179 Forbes Street
Riverside, RI 02915

Riverside Middle School	401-433-6230	Fax: 401-433-6261
Main Office		Ext 100
Principal	Dr. Cheri A. Guerra	Ext 100
Assistant Principal	Gregory P. McCarthy	Ext 100
School Nurse	Noreen McVay	Ext 107
Guidance Counselor	Kerrie Calabro-Pepin	Ext 105
Guidance Counselor	Elizabeth Pacheco	Ext 106
Guidance Secretary	Rosemary Giacomini	Ext 104
School Psychologist	Pamela Jensen	Ext 100
School Social Worker	Jan Roy	Ext 100
School Resource Officer	Officer Tammy David	Ext 100

RIVERSIDE MIDDLE SCHOOL'S VIKING CREED:

Inside and outside of the classroom and within the school community, RMS Vikings are:

Victorious, Inquisitive, Knowledgeable, Intellectual, Nurturing, Gifted, and Successful

SCHOOL HOURS

School begins promptly at 7:55. Please be sure that your child is here on time and ready to learn. All students are required to be in their homeroom by 7:55 am. If students arrive after 8:00 am, they will be considered tardy and must sign in at the Main Office, then go directly to their first period class. Students are dismissed at 2:15. Office hours during the school year are from 7:40 a.m. to 3:00 pm.

NO SCHOOL / DELAY OF SCHOOL / EARLY CLOSING

Media School Announcements

Radio Stations: WPRO – WWLI – WLKW – WHJJ
TV Stations: Channels 6 – 10 – 12
Skylert phone call: 6:30am and news bulletins thereafter

Delaying the Opening of School

The Superintendent of Schools has the option to delay the opening of school for one hour. In such an event, students should not be sent to school at the usual time. Supervision at our school may not be available due to road conditions that may prohibit personnel from arriving before school begins.

One-Hour Delay: Students are **NOT allowed to arrive BEFORE 8:55 am**

EAST PROVIDENCE ATTENDANCE POLICY/PROCEDURES

V.A.8. approved by the EP School Committee May 2015

Truancy is a violation of Rhode Island Law and may result in referral to the Rhode Island Court system. In the interest of safety, when a student is to be absent, parents should call the Main Office at 433-6230 ext. 100.

Definitions

Absence: A student who has attended school for less than half of a day.

Excused Absences include but are not limited to a student's participation in an approved, school-sponsored activity, suspension days, religious holidays, documented college visits, driver's license road examination, bereavement, family emergency, a brief illness (under 5 days, and accompanied with a parent note upon the student's return), and a doctor-excused illness or injury, (a doctor's written excuse after a 5 day consecutive period must be submitted upon return to school), court appearance, and military deployment. Excused absences do not count toward attendance policy limits.

When a large number of students are to be excused from class for reasons such as participating in school-approved events, the teacher in charge shall publish the fact and include the names with the daily absence list on the day of the event. In all cases students will be given the opportunity to make up assignments and tests.

Unexcused Absences include but are not limited to any absence in which the student and/or parent/guardian fails to comply with the District's attendance procedures, and includes any and all absences not listed as an Excused Absence. Unexcused absences count toward attendance policy limits.

The only exception to the attendance policy shall be the enumerated extenuating circumstances that are verified by school personnel.

Extenuating circumstances which may be presented to an Administrator for consideration:

- Extended/chronic personal, physical, or emotional illness as verified by the treating physician or dentist;
- Extended hospital stay as verified by the treating physician or dentist;
- Extended recuperation from an accident or surgery, and as verified by the treating physician or dentist; and
- For any other extenuating circumstances, the student's parent/legal guardian must make a formal appeal to the principal or his/her designee.

For purposes of this policy, *extended* shall be defined as “more than ten (10) consecutive school days”.

For purposes of this policy *chronic* shall be defined as “more than five percent (5%) of each quarter, or semester or school year”.

Tardiness: it is important for all students to learn to be punctual and consistent in their attendance. Being tardy is defined as any student who arrives after school begins. Students arriving by bus and are delayed are not considered tardy. Parents/guardians, as well as students should know the start and end time of their respective school day.

Early Dismissal is considered any time when the student is not able to complete the full day of school. Extenuating circumstances may exist such as but not limited to illness, or valid family emergencies.

Truancy: a student is considered truant when he/she purposely is out of school without cause. Each school shall provide a program of interventions designed to assist students and/or families that are experiencing attendance problems which are consistent with the District's Response to Intervention (RTI) procedures. Interventions shall encourage the school and the family to work together, utilizing a problem solving approach, and shall incorporate actions consistent with the maturity of the student and the seriousness of the problem.

Secondary Attendance Policy (V.A.8. approved by the EP School Committee May 2015)

A full day is considered 6 hours

A ½ day is considered 3 hours

< ½ day is considered an absence

Credit will be given for classes attended

- 1) All absences and tardiness is recorded and reported as unexcused until notification is made to the main office.
- 2) It is the parent/guardian's responsibility to notify the school regarding the absence prior to the start of school on the day of the absence. Additionally, should a pattern of absences develop, medical documentation will be required – otherwise absences remain unexcused.
- 3) Parents will receive a call from school personnel regarding absences if the school is not contacted.
- 4) Five (5) unexcused absences prompts a phone call and a written letter to the parent/guardian requesting an explanation. An internal review by the Principal and support staff may occur.
- 5) Following ten (10) unexcused absences and/or tardiness the Principal will make a referral to the Attendance Officer (which may result in a referral to the RI Truancy Court system).
- 6) Students absent due to illness, suspension or any unexcused absence on the day of a school-based activity (dance, sporting event, play, etc.) **may not** attend the activity.
- 7) Parent/guardian will be notified if promotion is impeded by attendance.
- 8) Each school shall implement attendance procedures that include both incentives and penalties. These procedures shall be uniform throughout the District. The incentives utilized in each school will be consistent with the maturity of the students in order to provide the desired outcomes sought by the school department. Penalties will include the removal of student social privileges, when appropriate.

- 9) Family vacations during school time are strongly discouraged. When it is absolutely necessary to remove a student from school for this purpose, students will be responsible for all assigned work while absent. These will be counted as unexcused absences. Teachers are not required to assign work in advance. Teachers are responsible for coordinating a mutually agreeable time frame with parent/student for work completion.
- 10) Parents should schedule medical, or dental appointments outside the school day.

In the event of being tardy, the parent/guardian should escort the child to school and sign him/her in to school.

Early Dismissal is strongly discouraged for any purpose, including weekly after school extra-curricular activities as it cuts into the student's instructional time.

No changes to the school dismissal time will be accepted for any reason other than extreme emergency and must be made 30 minutes prior to the end of day.

However, in the event an early dismissal is granted by the school administrator, a written request for the dismissal signed by the parent/guardian must be submitted to the main office on the day prior or the day of dismissal. Telephone calls and emails are strongly discouraged for security/safety reasons.

Make up Work/Tests: The responsibility for makeup work due to absence/tardy is the responsibility of the student to seek out teacher for assignments. If a student is absent for three (3) consecutive, excused absence days, parents/guardians may request to pick up missed work by calling Guidance. That work may be picked up in the Main Office between 2:00 pm – 2:35 pm or students may see teachers after-school to collect missed assignments, not during class time. The teacher and student will decide on a mutually agreeable timeline for the work to be completed. Some assignments can also be obtained online. Unless otherwise arranged the student is allowed one (1) day for each day absent or tardy to submit the work or complete test.

Late Work: Full credit for assignments handed in late is at the discretion of the teacher.

Bunking School/Cutting Class: Riverside Middle School takes attendance very seriously. Any student choosing to bunk/skip school or cut class (not attend) for any reason *may* be suspended. The School Administration cannot and will not be held responsible for any student choosing to make an unsafe decision to not attend class and/or leave school grounds without approved permission.

Co-curricular Activities Participation: student must be present during the day. Exception for any absence, tardy, dismissal on these days must have prior approval by School Administrator, and must be in compliance with the RI Interscholastic League Rules and Regulations Advisors/AD/Coaches are responsible for monitoring students' attendance to determine eligibility for participation. Anyone arriving later than ½ day will not be able to participate.

Social Probation: Prohibits any student reaching 5 Unexcused Absences and/or 5 or more days tardy in a quarter from participating in or attending any school extracurricular event. **Attendance and/or participation in an extracurricular event is a privilege**, and any student placed on social probation, is disallowed from any and all social activities (such as, but not limited to dances, proms, pep rallies, sporting events, plays) for the remainder of the quarter. The student may start anew on the first day of the next quarter to improve their attendance.

All Students/Parents Right to Appeal: Any student and/or his parent/guardian who believe they have been aggrieved because of action taken as a result of any section in this attendance policy, may appeal said action to the school administration level at which this action was taken. Further appeals may be taken to the Superintendent, and finally to the School Committee. Further appeals after the School committee decision may be taken through the process defined in Title 16 of the General Laws of Rhode Island.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Positive Behavioral Interventions and Supports (PBIS) is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors (OSEP Technical Assistance Center on Positive Behavioral Interventions & Supports, 2007). PBIS is a process that is consistent with the core principles of

Response to Intervention (RTI). Similar to RTI, PBIS offers a range of interventions that are systematically applied to students based on their demonstrated level of need, and addresses the role of the environment as it applies to development and improvement of behavior problems (<http://www.pbis.org/school/rti.aspx>).

How will students learn about behavioral expectations?

Expectations will be taught and modeled throughout the school year, in all settings, by all staff members.

Examples of Minor and Major Problem Behaviors

Minor Problem Behaviors Infrequent, low-intensity behaviors which are handled by the observing staff member	
Defiance/Disrespect /Non-Compliance	Verbal, gestural or facial action that communicates a lack of respect; failure to follow staff directions
Disruption	Action that results in a brief interruption of the school or classroom activity
Inappropriate Language	Name calling or put downs excluding vulgarity
Physical Contact/Physical Aggression	Uninvited or inappropriate touch that does not result in risk of injury
Property Misuse	Inappropriate use or damage to school or personal property that does not result in permanent damage
Tardy	Late to class beyond the arrival of the rest of the group
Technology Violation	Inappropriate use of the computer, cell phones, camera, or other electronic devices
Other	Any other minor problem behaviors that do not fall within the above categories

Major Problem Behaviors High intensity or frequent (3+) low-intensity behaviors that are managed by administration	
Abusive/Inappropriate Language/Profanity	Verbal or nonverbal language that includes vulgarity or abusive name calling
Defiance/Disrespect/Insubordination/Non-Compliance	Significant verbal, gestural or facial action that communicates a lack of respect; a refusal to follow staff directions resulting in significant disruption
Disruption	Action that results in a significant/sustained interruption of the school or classroom activity
Dress Code	Student chronically (3 or more incidents) wears clothing that does not comply with the dress code guidelines
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur
Forgery/Theft	Student signs another person’s name or alters a document/student is in possession of or has passed along someone else’s property without their permission
Harassment/Bullying	Verbal or nonverbal behavior toward another person that causes discomfort or humiliation (including but not limited to threats, intimidation, name calling, unwanted physical contact, pictures, written messages, exclusion)
Lying/Cheating	Student intentionally communicates a message that is untrue and/or deliberately does not follow the student handbook rules regarding academic dishonesty
Property Damage/Vandalism	Student deliberately impairs the usefulness of property or significantly and/or permanently damages school or personal property
Skipping Class	Unexcused absence from class or school activity

Use/Possession of Tobacco, Alcohol or Other Drugs	Use, possession, or transfer of illegal drugs/substances or related paraphernalia
Use/Possession of Weapons	Possession of a weapon, real or look-alike, capable of causing bodily harm
Other	Any other major problem behavior that does not fall within the above categories

CAFETERIA: BREAKFAST AND LUNCH PROTOCOLS

Breakfast Protocol

Cost: \$1.45 (Reduced: \$.30)

1. Students must report to the cafeteria for breakfast by 7:45 am. No entry after 7:55 am. Students who are tardy to school may not enter cafeteria.
2. Only students eating breakfast will be allowed in the Cafeteria in the morning. It is not a time to socialize. Students may NOT bring food from outside of school to eat. Students may only eat food provided by *Chartwells* in the RMS cafeteria. Students may lose breakfast privileges if they do not behave properly or if they are not eating breakfast while in the cafeteria.
3. Students must go through the breakfast line quickly, then proceed to their seat and promptly sit.
4. All breakfast must be eaten in the cafeteria only. No food or drink may leave the cafeteria.
5. All food purchased in the cafeteria must be paid for at the time of purchase. The cafeteria does not allow students to charge food purchases.
6. Area cleanliness, order and courtesy to others are expected at all times. Tables are must be left clean and all trash is to be placed in the proper receptacles before leaving the cafeteria.
7. There is not much time to eat, so students need to be efficient when eating; then, clean up and exit the cafeteria to attend 1st period class.
8. Students must exit the cafeteria by 7:55 am and report to homeroom.
9. For any students who need to go to the Nurse, Main Office, or anywhere other than breakfast, the homeroom teachers must write a pass for that student.

Lunch Protocol

Cost: \$2.95 (Reduced: \$.40)

1. All lunches (bagged or school lunches) must be eaten in the cafeteria only. No food or drink may leave the cafeteria.
2. Food and drink must be paid at the time of purchase. No lunches may be charged.
3. Students must behave properly. Tables should be left clean and all trash should be placed in the proper receptacles prior to leaving the cafeteria.

CO-CURRICULAR ACTIVITIES AT RMS

Viking Activities/Clubs

Art Club, Robotics, School Newspaper, Student Council, Theatre, Yearbook

Viking Athletics

Boys/Girls Cross Country, Boys/Girls Basketball, Boys/Girls Soccer, Baseball, Softball, Boys/Girls Track, Wrestling

School-Sponsored Social Events

Students will not be allowed to attend any school function if he/she is absent, suspended, and/or owes detention on the day of the school-sponsored event. Additionally, a student must be in good academic and behavioral standing, as determined by administration, to attend school-sponsored social events. Such events may include dances, Skate Nights, field trips, in-house field events, etc.

GRADING PROCEDURES FOR RMS

Grades listed below will be used on student's report cards. Grading is as follows:	
A	90 – 100
B	80 – 89
C	70 – 79
F	Failing: 69 and below
M ED	Medical Excuse
I	Incomplete (Student must complete work within 10 school days of the end of the marking period.)

<u>Honor Roll</u>	
First Honors:	All A's
Second Honors:	A's and B's
Third Honors:	A's, B's, and one C

Your child's progress may be monitored by utilizing the school district's student database, *Skyward*, which may be accessed via: <https://www.epschoolsri.com/riverside>. Parents/Guardians are encouraged to contact their child's teachers via email by using the first initial of the teacher's first name, then last name "@epschoolsri.com." For further information, please contact the school's Guidance Secretary, Mrs. Giacomini, at 433-6230 X104.

Report Cards: Report cards will be sent home at the end of every quarter (every 10 weeks: 11/2/2017, 1/22/2018, 4/3/2018. and the last day of the 4th quarter). Parents/Guardians may keep the report card, but must sign the label on the brown envelope. The signed envelope must be returned to the student's homeroom teacher.

Academic Dishonesty

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

- The first time a student is found to be cheating he/she will receive a zero for the work done, regardless of what the work is. Additionally, the teacher involved will notify the student's parents. Notification will also be given to the Principal and Guidance Counselor.
- If a student is found to be cheating a second time, he/she will receive a zero for the work and a parent conference with the Principal will result.

Plagiarism

Documentation of all sources is important to avoid plagiarism, which is stealing of another's ideas, words, writing, or academic work, and implying that it is original. Both quoting and paraphrasing from an outside source, including any technology without crediting that source is a form of plagiarism. Plagiarism will be addressed by disciplinary action including receiving a zero for work done.

Honors Recognition

Any student who earns honors will be recognized for every quarter in which the honor is achieved.

Presidential Award

Any student that earns a 90 average or better for 3 consecutive years at RMS will receive the President's Award in Academic Excellence. The distribution of the awards will occur in the spring of the student's 8th grade year in a public ceremony.

LOCKDOWN PROCEDURE

The East Providence School Department, in conjunction with the Rhode Island Emergency Management Agency (RIEMA) and the City of East Providence, has developed a lockdown procedure. In the event that RIEMA declares a lockdown situation, all public schools will shelter students within the school setting, lock all doors, close all windows and turn off all ventilation systems.

During the lockdown, no one will be allowed to enter or exit the school site until an “All Clear” has been issued by RIEMA. This procedure will be rehearsed by all administrators, faculty, staff, and students much in the same way as we practice other emergency protocols, such as fire drills, etc.

It is the intention to practice these procedures in the least disruptive manner so as to reduce student anxieties during the process.

Students are to follow the direction of the staff member(s) that they are with during the lockdown. No student is to exit the building during the lock down.

An actual lockdown (not a drill) **will be** a serious event. There must be a serious approach to the situation by all students and staff. Announcements concerning an emergency of this nature may be broadcast on local television and radio stations:

Channel 6 (ABC 6)	WPRO 630AM; 92.3 FM, LITE ROCK 105 FM
Channel 10 (NBC 10)	WHJJ/WHJY (920 AM; 94.1 FM)
Channel 12 (CBS 12)	WSNE (93.3 FM)
Fox 64	B101 (101.5 FM)

Parents may not come to school to pick up students as the schools will be locked and sealed. Parents should avoid calling the school as phone lines must stay open for emergency communication. Schools will be open as soon as the “All Clear” is given. Emergency officials indicate that sheltering should last no more than a matter of hours.

RIVERSIDE MIDDLE SCHOOL’S CODE OF CONDUCT PROCEDURES

The following basic rules govern the behavior and performance of all children at Riverside Middle School and are in conjunction with the East Providence School Committee policy on discipline. The school has jurisdiction over expected standards of student behavior/conduct while the student is at school, on school trips, at school functions, at school bus stops, and on school buses. Misconduct at any of the places mentioned above will result in disciplinary action by school authorities.

Detention

Office Detention:

- The Principal or Assistant Principal may assign an after-school, office detention for violations of the school discipline protocol. The detention may last up to one hour (ending no later than 3:30 pm) and is held Monday-Thursday for one hour.
- Students will be given a 24-hour notice of their assigned detention unless parent/guardian waives the 24-hour notice.
- Students reporting for detention must stay in their classroom until 2:30 pm and then immediately report to their assigned detention with his/her teacher or Assistant Principal.
- There is a 3:30 pm late bus (Mondays – Thursdays only) for those students who stay after school for Detention.
- A student cannot board the late bus if he/she did not stay after school with a teacher or the Assistant Principal.

Teacher Detention:

- The classroom teacher will assign a teacher detention for classroom infractions. The length of the detention is determined by each individual teacher. Failure to stay for teacher detention will result in a referral for office detention and the student is still expected to attend the assigned detention with the given teacher.

RMS Dress Code

The following dress code is intended to guide students and parents/guardians in choosing clothing that is safe, appropriate, and not distracting to wear in school. Parents will be notified of any inappropriate dress. The Assistant Principal, Principal, or designee, will be the authority in such cases. The following is a list of inappropriate dress for students:

- No “sagging” of pants. Pants should be worn with proper fit above the hip. No low-cut pants should be worn. No undergarments should be visible.
- No spaghetti straps, racer-back shirt/dress, halter shirt/dress, off-the-shoulder shirt/dress, tube tops, half shirts (showing one’s midriff), or low cut blouses/shirts. No undergarments should be visible.
- No sheer or see-through clothing is to be worn. No shirts or dresses with cut-outs.
- Pants with holes above the knees cannot be larger than a quarter.
- No articles of clothing or accessories with obscene/vulgar words, words referring to illegal substances (alcohol, tobacco, and/or drugs), and/or words and/or pictures depicting acts of violence are allowed.
- Shorts and skirts must be no shorter than two inches above the knee (even if tights/leggings are worn under).
- Spandex pants (such as leggings, yoga pants, jeggings, etc.) require a shirt/dress long enough to be two inches above the knee.
- No coats/jackets may be worn or carried during the school day. Students may wear sweatshirts, sweaters or a lightweight fleece jacket.
- No headgear (e.g. hair picks, bandanas, hats, do-rags, sports head bands, sunglasses, 3-D glasses, etc.) may be worn during the regular school day.
- No lounge wear or pajamas pant and/or tops.
- Proper footwear is expected. No slippers.
- No chains, collars, rings, bracelets with studs or spikes.
- Proper hygiene is expected.

(adopted August 2014)

For any students found in violation of the Dress Code protocol, a parent/guardian will be called to provide a change of clothes or student may be asked to wear something to cover or replace the clothing item that violates the protocol.

Bicycles: Students who ride bicycles to school must park them in the bike rack immediately upon arriving at school. All bicycles should be secured with a chain and lock. Any bicycle locked to something other than the bike rack may be subject to having the lock cut off. Students must leave bicycles belonging to other students alone. The school is not responsible for bicycles/scooters/skateboards brought to school.

Deliveries of flowers, cake, fruit arrangements, etc. are not permitted for students at any time before, during or after the school day.

Electronic Devices: Use of electronic devices is NOT allowed during school hours. This “use” includes taking photos, listening to music, watching or recording videos, texting, playing games or other applications, and any other function of the electronic device. Students are NOT to have, be seen with, or use such devices between the hours of 7:45 am-2:15 pm including after-school events at the school. RMS is NOT responsible for any LOST or STOLEN devices. It is the student’s responsibility to hold onto his/her valuables at all times.

- If an electronic device is seen (visible to the teacher/administrator/staff member), is on or is being used by a student, the device, with the battery, earbuds/headphones, etc. will be confiscated by a staff member (i.e. administrator, teacher, teacher’s assistant, etc.) and brought to the main office.
- Students may retrieve their device at the end of the day on the 1st Offense.
- Students will NOT be given their device back on the 2nd Offense and beyond. Their parent/guardian will be required to come to the school, sign for and retrieve the device(s).

Field Trip Guidelines: A field trip is an extension of the school itself, whether on a bus to or from the site or while at the site itself. Expectations for student behavior and adherence to school rules apply on all field trips as they do at school. Students causing a problem on any field trip may be excluded from field trips for the remainder of the school year. Any student who has accumulated excessive absences may be excluded from participation in field trips. The administration may consult with all of the student's teachers prior to making a final determination on this matter. Students accepting the privilege of attendance on any field trip, do so with the knowledge that the school (through its teacher chaperones) has the right to search any student and/or his/her belongings.

Hall Passes: Before a student is dismissed from any classroom, that student must have his/her student pass signed, identifying the date, time, destination, and a teacher/staff signature along with signing in and out of each room on a form in the front of the room.

Lockers: Each student will be assigned one locker by the homeroom teacher. Students should not share their locker or the combination with another student. Student lockers are the property of the school department and are thus subject to inspection if circumstances warrant. If a student forgets his/her locker combination, he/she may ask the Assistant Principal or his/her School Counselor.

Nurse Protocol: Students will only be allowed to see the Nurse if they have a hall pass signed by a teacher or staff member. Therefore, students may not visit the Nurse's Office between classes without a signed pass. ***Breakfast will not be allowed through the Nurse's Office.**

RMS School Store: Located on the first floor opposite the library and is open prior to the start of school each day. Pencils, markers, poster-boards, paper, binders, notebooks, Viking t-shirts, etc. are available for purchase.

School Property and Private Property

The school is not responsible for lost private/personal property brought to school by students (e.g. money, cell phones, clothing and accessories, headphones, laser pointers, mp3 players such as iPods, video gaming devices, digital cameras, video cameras, tablets such as an iPad/Kindle/Nook, etc.). See General Laws of RI 16-21.2-11.

****Trading and/or selling of personal/private/stolen property is not allowed.****

Student Planners: The planner is a useful organization tool and contains two Passport Pages, at the end of the planner, to be used as a "hall pass." Students will write homework, test/quiz dates, project due dates, etc. in the planner to keep organized. Each student is given one planner at the start of the year. If a student loses the original planner, a new one may be purchased for \$5.00 from the Guidance Office or the School Store.

Suspension and Expulsion

The term "suspension" means the denial of school privileges by the Assistant Principal and/or Principal or his/her designee for not more than 10 consecutive school days. Actions meriting a suspension require a mandatory meeting of the student, parent/guardian, Assistant Principal/Principal.

The term "expulsion" means the exclusion or suspension from school by the School Committee for more than 10 consecutive school days. Neither a suspension nor an expulsion shall extend beyond the end of the school year.

A student may be suspended and/or expelled for breaches of conduct that occur at or on school time, school property, school transportation, a school sponsored activity/event, or for breaches of conduct which occur at another time, place, or event where there is a connection with the school.

The following is a list of some of the actions that may result in suspension from school by the Assistant Principal and/or Principal:

- Any abusive, obscene, or profane language or gestures.
- Any disrespect, refusal to obey authority (teacher, administrator, adult sponsor, chaperone, or school staff member).
- Striking, assaulting, threatening, intimidating, or blackmailing another person (student, teacher, etc.)
- Any student actively engaged in fighting.
- Bullying of other students.
- Engaging in harassment (i.e. cyber-, sexual-, and/or verbal-harassment).
- Smoking in or on school grounds.
- Any student in possession, distribution, or consumption of illegal drugs, mind-altering substances, prescription or nonprescription medication, tobacco-related products or alcohol, including being under the influence of drugs or alcohol, or any other violation of the School Department’s Zero Tolerance Policy regarding drugs and alcohol.
- Destruction or mutilation of property.
- Theft.
- Any other conduct which is a violation of the law, a violation of school policy, or which is prejudicial to teaching, learning or the safety of the school, its students, teachers, administrators and personnel.

PARENT-TEACHER ASSOCIATION (PTA)

If parents/guardians are interested in becoming a member of the PTA and/or attend any of the meetings, please contact the PTA President via Facebook: “Riverside Middle School PTA.” There, the PTA will share information about school events.

SCHOOL RESOURCE OFFICER: PRIMARY DUTIES AND RESPONSIBILITIES

Officer Tammy David is a police officer employed by the East Providence Police Department and is assigned to Riverside Middle School as a School Resource Office (SRO). As SRO, Officer David is responsible for all of the police-related activities at the school where they are assigned.

She establishes a rapport with students, faculty, and the community and acts as a liaison between the school and the police department.

Officer David has the responsibility of handling campus-related problems that range from crime prevention to law enforcement, investigative follow-up, individual and group counseling, and delinquency. A working knowledge of the community’s social service agencies and the adult and juvenile justice system are essential. An SRO will be a referral source for various social service agencies.

Officer David will interact with area residents and businesses to form partnerships in crime prevention and controlling or redirecting illicit youth group activity. She may participate in meetings and committee work within the officer’s assigned school. If you would like to speak with Officer Tammy David, please call RMS at (401) 433-6230, ext. 100.

TRANSPORTATION

BUS STUDENTS: Riding the bus is a privilege; therefore students are expected to adhere to school rules while riding the bus. Bus passes **must be** shown in the morning and in the afternoon, before boarding the bus. Students are not allowed to ride any bus other than their assigned one. Any request in a bus change must be made through the Transportation Office, (401) 435-7500, ext 30021, at least 24 hours in advance. Bus Passes can be replaced if lost, see a Riverside Middle School secretary. The cost for the first replacement is \$1 and increases by one dollar for each replacement.

It is a privilege to ride the late bus and if conduct on the bus is inappropriate, the privilege will be revoked. Transportation home from detention or after school activities will then become the responsibility of the student/parent/guardian.

NON-BUS STUDENTS: Non-bus students should not arrive to school before 7:45 a.m.

LATE BUS

There is only one late bus available for bus students to take home in the afternoon. The late bus arrives at 3:30 pm. Students are allowed to take this bus only if they have stayed after school for detention with a teacher or Assistant Principal or an after-school activity. Students *must present their bus pass* when boarding the bus.

VISITORS

All visitors to the school must sign in at the Main Office upon arrival. The visitor must sign a register and receive a "Visitor's Pass," which must be worn for the duration of his/her school visit.

EAST PROVIDENCE SCHOOL DISTRICT POLICIES

Acceptable Use of Technology Policy

Student Appropriate Use Policy of Information Technology Resources

Services Provided to Students:

- The East Providence Public School District provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the local authority.
- Students may have access to Google for Education accounts including Gmail and Google Docs.
- Students have access to online course resources (if currently deployed by his/her teachers).

Note these services and resources are not the same as a private home Internet and e-mail accounts and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged, and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the East Providence Public School District has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the East Providence Public Schools. Students should have no expectation of privacy.

In accordance with CIPA (Child Internet Protection Act), the East Providence Public School District filters Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking.

Students of the East Providence Public School District shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the East Providence Public School District is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the East Providence School community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the educational mission of the East Providence Public School District.
- Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by EPSD may not be connected to the network without specific permission. Devices that disrupt the educational process or operation of the EPSD are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people's work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.

- Only use the network account assigned to you and do not give your EPSD network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself, or others, without your teachers or parents' knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Remember that anything you write or post online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the EPSD network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

Safe School 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 affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

It will be the responsibility of all supervisory and professional personnel to report any perceived acts of bullying immediately to their administrative superiors.

Prohibition against Bullying: Bullying prohibited in the public schools of East Providence, RI. The prevention of bullying is part of the East Providence school district's strategic plan and school safety plan.

1. DEFINITIONS

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

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

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. **Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).**

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

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

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

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

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

4. INFORMATION DISSEMINATION

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

5. 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.

6. INVESTIGATION/RESPONSE

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

7. DISCIPLINARY ACTION

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

to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying 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, if available
- e. Loss of school-provided transportation, such as use of a bus, 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.

Sexual Harassment Policy

SEXUAL HARASSMENT – STUDENTS

It is the policy of the East Providence School Committee that all students have the right to work and learn in an environment free from all forms of discrimination and harassment. This right is granted, first and foremost, by the Constitution of the United States and is supported by Federal and State laws. In light of this policy, the East Providence School Committee is committed to ensuring that the learning environment shall be free from behavior which can be considered harassing, coercive, or disruptive.

Sexual harassment is defined as unsolicited remarks, gestures, or physical contact, display of or circulation of written materials or pictures derogatory to either gender, sexual advances and/or requests for sexual favors. In addition, other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to maintain employment and/or specific grade; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or achievement; or
3. Such conduct or communications have the purpose or effect of substantially interfering with an individual's employment or learning and/or creating an intimidating, hostile, or offensive environment.

The above definition also includes sexual innuendoes, jokes, comments, pictures, epithets, derogatory slurs, and/or questions which are offensive or objectionable to the recipient. The School Committee wishes it understood that this policy applies equally to both genders.

What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to verbal or physical sexual behavior or conduct, which is not welcome, is personally offensive, makes a student feel confused, angry, guilty, helpless, frightened, and/or alone; and, therefore, interferes with a student's learning. Sexual harassment is a behavior which will not be tolerated by the East Providence School System and which will result in disciplinary action up to and including suspension and/or expulsion.

Zero Tolerance Policy

ZERO TOLERANCE – VIOLENCE

Incidents of violence will not be tolerated in any form by the School Department. This includes acts of violence against any student, staff member, or any visitor to a school or property or at any school sponsored activity, on or off school grounds. Violators of this section shall be subject to a suspension and/or expulsion hearing. The Memorandum of

Understanding between the East Providence Police Department and East Providence School Department outlines an agreement between the school department and the police department to maintain an open line of communication to deal with and prosecute those persons who pose a threat to the safety of students and staff in school.

ZERO TOLERANCE – WEAPONS

The possession of a weapon or dangerous instrument on school property or at any school-sponsored event will be grounds for suspension and/or expulsion hearing. A weapon or dangerous instrument is defined as, but not limited to: Firearms, guns, imitation guns, explosives, acid, air-guns, blackjacks, slingshots, billy clubs, metal knuckles, blow-darts, bludgeons, so-called Kung-Fu weapons, knives, daggers, stilettos, swords, razors, bows, arrows, etc.

ZERO TOLERANCE – DRUGS AND ALCOHOL

The use and possession of illegal drugs and alcohol, by students, will not be tolerated. All students have the right to attend school in a drug and alcohol free environment. Students shall NOT use, possess, sell, distribute, or transfer illegal drugs, drug paraphernalia, unauthorized medication or alcohol, and they shall not be under the influence of drugs or alcohol prior to coming to school, at any time during the school day, on or off school premises, or at any school related/sponsored event. Violators of this policy shall be subject to suspension and/or expulsion. Violators may also be referred for drug/substance abuse counseling, and may be required to submit to drug testing as a condition of being readmitted to school. Furthermore, whenever there has been a violation of the law, law enforcement agencies shall be immediately notified.

CODE OF STUDENT CONDUCT DEFINITIONS

Behavior Management Plan: The system or procedure expected of students to follow in all classrooms related to rules.

Bullying: Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation.

Cheating: The act of or the intent to fraudulently deceive.

Computer Misuse: Inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software and entering or distributing inappropriate or unauthorized files; vandalism of computer equipment.

Consequences: What happens when a school rule is broken.

Controlled Substance: Any medication, drug or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using School Board procedures.

Cumulative Record: Records maintained on a student for each year they are in school.

Defiance: Blatant refusal to follow legitimate and reasonable directive.

Disrespect: Gross display of a lack of respect, regard, or esteem toward another person.

Disruption on Campus: Disruptive behavior that poses a serious threat to the learning environment or school event, health, safety, or welfare of others.

Electronic Devices: Any radios, cellular/mobile phones, mp3 devices, tablets, laser pointers, electronic games, or any unnecessary devices deemed potentially disruptive. Students bringing any of these for a class project must make arrangements with the teacher or assistant principal for safe keeping. The school shall not accept the responsibility for personal property or money.

False Fire Alarms and Bomb Threats: Intentionally activating a false fire alarm or turning in a false bomb threat (automatically shall be recommended for expulsion).

Firearms: Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.

Forgery: The making of a false or misleading document with the intent to deceive or defraud.

Gambling: Any participation in games or activities of chance for money and/or things of value.

Gang-related Activity: Any activity or behavior that indicates involvement with a gang such as hand signals, graffiti, gang attire, and wearing of colors.

Harassment: Using repeated unwelcome remarks to annoy, demean or ridicule another.

Plagiarism: An act of stealing or passing off the ideas or words of another as one's own; the use of a created production without crediting the source; literary theft; presenting as new and original an idea or product derived from existing source.

Profanity: Disrespectful language or gestures that are deemed vile, vulgar or debasing.

Skipping: Unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

Suspension: The temporary removal of a student from instruction at a public school and all school-sponsored activities for a period of time not to exceed ten days and the remanding of the student to parental custody. In-school Suspension: removal of a student from the regular school program for placement in an alternative setting for a period of time.

Tardy: Late for school or class.

Threat/Intimidation: (Instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear – or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

Truancy: The absence of a student from school without prior knowledge or justifiable consent of the parent or legal guardian. The absence is recorded as unexcused. Habitual truancy occurs when a student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the student's parent or legal guardian. This student, parent, or legal guardian is then subject to compulsory school attendance requirements.

Vandalism: The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

Weapon: Any dirk, knife, metallic knuckles, slingshot, billie, tear gas gun, electronic weapon or device, chemical weapon or device, or other deadly weapon except a firearm or a common pocket-knife, or blunt-bladed table knife.

Willful Disobedience: Deliberate failure to follow directions given by a School Board employee, agent, or established rules and regulations of a school.