

***CHARIHO MIDDLE SCHOOL***  
**STUDENT HANDBOOK**  
**2018-2019**



**Perseverance, Responsibility, Integrity**  
**Drive Excellence**

Chariho Middle School  
455B Switch Road  
Wood River Junction, Rhode Island 02894  
Phone: (401) 364-0651  
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Attendance Line: (401) 315-2835

## MESSAGE FROM THE ADMINISTRATION

Dear CMS Students,

It is our daily expectation that you come to school, try your best, and be your best! We do our very best to be the best teachers and administrators that we can be to ensure you are safe and successful.

Our three Core Values are Perseverance, Responsibility, and Integrity. These Core Values are meant to shape and inspire you by providing common expectations for how you should act as citizens in the school community, our town, our state, and country, in the world. Be an example to others; think about how you represent and carry out our three Core Values and think about how you want to be remembered.

Our goal is to create a learning environment culture that is engaging, motivating, challenging, and relevant, to help prepare all students for success in 21st-century skills and life. Throughout the year you will be engaging in various academic tasks that will prepare you for college and careers. You will continue to write across content areas, read and analyze rigorous text, and build knowledge throughout the different content areas. In math and science, you will engage in experiences that promote conceptual understanding, critical thinking, and making meaning of the content. All we want of you is to complete all of your work on time, try your hardest, and persevere through anything that is challenging. We expect you to ask for help if you need it, share your expertise with others, and offer solutions that could benefit all as we are here to learn together. School is what you make of it so take advantage of it and use it as your vehicle for success today and tomorrow.

You can learn and grow from your mistakes. It is important to know that it is okay to fail only if you learn from it quickly, try again, and move forward. Remember one thing; you count at Chariho Middle School!

Respectfully,

Mr. Zenion, Mrs. Florenz, and the Chariho Middle School Staff

### CMS School Improvement Plan 2017-2018

#### Mission

CMS will **teach, target** and **transform** our school community.

#### Vision

CMS is a school where every student feels welcome and acquires the skills to be successful.

#### Core Values

Perseverance, Responsibility, and Integrity Drive Excellence

#### Goals

\*These goals are aligned with the Chariho Regional School District's Strategic Plan

#### **School Improvement Goals;**

1. Students will become proficient readers through all content areas.
2. Students will become proficient writers through all content areas.

3. Students will become proficient mathematicians.
4. CMS will support and maintain a safe school community.

#### SCHOOL IMPROVEMENT TEAM

A team of teachers, students, parents, and administrators meets on the first Wednesday of the month from 3:30 P.M. to 5:00 P.M. to address academic excellence at Chariho Middle School. The mission of the CMS School Improvement Team is "to promote a positive learning environment that nurtures excellence in teaching and learning resulting in improved performance and achievement for all students."

It is by truly listening to each other and working in a united effort of staff, administration, parents, and students that our students will be successful and prepared for living in the 21<sup>st</sup> century.

#### HOUSES

As a way of developing smaller, personal settings in the Chariho Middle School, the building is divided into grade level configurations called houses. Within the house are smaller groups of teachers and students called teams.

#### TEAMING & LOOPING

The Chariho Middle School divides its students into smaller academic groups. These teams of teachers plan and develop programs for their students. Teaming provides a better chance for teachers and students to get to know each other. Teaming integrates learning and reduces isolated learning of subject content. The concept of looping occurs with both seventh and eighth grade teams at Chariho Middle School, whereby one team of teachers stays with the same group of students for two years.

An important characteristic of teaming is that teachers meet as a group while students are in class with unified arts teachers. This time will be used, by the teachers, to plan their classroom programs, create or develop special interdisciplinary team units, carry out administrative duties, and to hold parent and student conferences.

#### COMMUNICATION

Successful schools are vibrant places where clear, effective communication is the standard. Effective discussion and solutions begin at the teacher level. The chain of command is as follows: teacher/staff, deans (discipline only), principal or assistant principal, superintendent, school committee.

#### SCHOOL DAY

The school day for students begins at 7:30 A.M. and concludes at 2:15 P.M. After school activities immediately follow. Late bus transportation is provided for your child on Mondays, Tuesdays and Wednesdays beginning September 11, 2017 and ending June 5, 2018. Please review the late bus schedule to determine when and where the appropriate late bus will drop off your child. Students may remain after the official school day to participate in extracurricular activities, to gain extra help in academic areas, or to attend detention. Parent courtesy notices are used to provide the student with twenty-four hour notice of a need to stay after school.

#### EARLY RELEASE THURSDAYS

Students will be dismissed at 12:45 P.M. on the following Thursdays: 9/21, 10/19, 11/16, 1/11, 2/8, 3/15, 4/12, 5/17.

## CANCELLATION OF SCHOOL

The following will be used to communicate any cancellation of Chariho Middle School:

**Television:** Channels 6, 10, and 12

or

**Website:** [www.Chariho.k12.ri.us](http://www.Chariho.k12.ri.us)

or

@charihoregional on Twitter

The District will record a message on its phone system and also call each home using an automated phone messaging system when school is being released early, cancelled or delayed.

## STATE OF RHODE ISLAND

### **Department of Elementary and Secondary Education**

## **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.

**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.

## 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

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

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks

- c. A prominently posted link on the home page of the school /district website

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

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

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

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

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

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

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

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

### **INVESTIGATION/RESPONSE**

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

imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

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

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

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

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

### **DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school /districts 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
- e. Loss of school-provided transportation
- 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 shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior 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.

**ADOPTION OF POLICY**

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

**ATTENDANCE POLICY**

**PURPOSE**

The purpose of the Chariho School District Attendance Policy is to bring students and teachers together so that learning can take place. Attendance at school is a serious matter and time lost from class is irretrievable. Studies show that attendance is directly related to a student's success in school. Attendance records are also part of a student's permanent records, which may be passed on to any organization seeking references. Rhode Island state law requires all students between the ages of six and sixteen years to be registered in and attend school regularly.

**DEFINITIONS**

**Exempt Absences**

Exempt absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor excused illness or injury (doctor's written excuse must be submitted upon return to school no later than 2 school days following the absence), court appearance, military deployment event, or dismissal from school by the school principal or designee. Exempt absences do not count toward attendance policy limits. (See promotion points and course credit requirements).

**Non-Exempt Absences**

Non-exempt absences include all absences not listed as Exempt Absences. Non-exempt absences count toward attendance policy limits (See Promotion Points).

**Truancy**

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who do miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

Non-Exempt Absences	Count toward 10 per year	Work can be made up
Exempt Absences	Do not count toward 10 per year	Work can be made up

The responsibility for make-up work due to an absence is with the student, not the teacher. Unless previous arrangements have been made due to extended absence, all make-up work, including quizzes and tests, must be submitted in accordance with the homework expectations policy.

All students are expected to attend school. Appointments with doctors, dentists, etc., should be made at times other than during school hours. Students absent due to illness or suspension on the day of a school-related activity (e.g., athletic event, drama, dances, etc.) may not attend that activity. It is the parents'/guardians' responsibility to notify the school at 315-2835 regarding a child's absence prior to 8:00 A.M. on the day of the absence. If a parent does not call this 24-hour phone line, a written excuse from the parent/guardian is required within 48 hours of the student's return to school. Additionally, when a pattern of absences develops, a written excuse may be required in addition to the phone call. This written excuse must include the date(s) of the absence(s) and the reason. ***Parental permission in and of itself is not recognized as legitimate reason for absence.***

**Appeals**

Aspects of the Attendance Policy, including those concerning promotion points and course credit, may be appealed according to the timelines and procedures of the Appeals Policy.

**Recording and Reporting Absences, Tardies and Early Dismissals**

1. All absences, tardies, and early dismissals are recorded and reported as non-exempt until the appropriate excuse is provided in writing. See definitions for exempt and non-exempt absences.
2. A parent/guardian is required to call the school to report their child's absence. The school clerk will attempt to contact the parent/guardian regarding absences if the school has not been notified. This contact does not imply that such absences are exempt. Parent permission, in and of itself, is not recognized as a legitimate reason for absence.
3. Following four (4) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review.
4. Following eight (8) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian in writing requesting a meeting. A referral may be made to the Attendance Officer.
5. Following ten (10) non-exempt absences, tardies, and/or early dismissals, a referral will be made to the Attendance Officer and/or Truancy Court.
6. Appointments with doctors, dentists, etc. should be made at times other than during the school day.
7. Students with any non-exempt absence, tardy and/or early dismissal on the day of a school-related activity (e.g., dance, play) may not attend that activity.

**PROMOTION POINTS**

Students exceeding ten (10) non-exempt absences per year shall not receive the three points toward promotion for the following: math, science, social studies, language arts, English, foreign languages and physical education/health. For all other courses, students exceeding five (5) non-exempt absences shall not receive the promotion point. Students in grades 5-8 who attend The RYSE

School lose points after accumulating ten (10) non-exempt absences per year.

### TARDINESS TO CLASS

- All students are expected to be on time to all classes.
- If a student is detained or required to be out of class for part of a class period, the student must present a pass when arriving to class.
- Unexcused tardiness to class in excess of two (2) will result in a student being assigned discipline as defined in the Behavior Code.

### TARDINESS TO SCHOOL

Students who arrive to school after 7:30 A.M. must report to the main office to sign in. Legitimate excuses, such as doctor's appointments, must be approved by the principal/designee. An excuse such as oversleeping IS NOT considered legitimate.

- Any tardies in excess of one (1) per quarter will result in a student being assigned discipline as defined in the Behavior Code.
- Parents will be notified of the third and all subsequent tardies per semester.
- **Students tardy to school must report prior to 7:45 A.M. with a valid excuse to be eligible to participate in extra and co-curricular activities. Students arriving after 7:45 A.M. must have a doctor's note or other documentation specifying why the student arrived after this time.**

### FAMILY TRAVEL / VACATION

A student's absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. While disciplinary action will not be taken, the number of days missed will be counted in the total number of days absent in determining promotion points.

### EARLY DISMISSAL / DISMISSAL

**Early Dismissal:** Our goal is to have students attend school as much as possible, for as long as possible. However, if students need to be dismissed early, parents must complete an Early Dismissal form. These forms were sent out with the back to school packets and extras can be found in the main office. This form will serve as the student's pass to be dismissed early. This form must be signed by the student's parent/guardian and be presented to the teacher when the student is leaving school. The principal/designee must approve parental phone calls requesting an early dismissal for emergency situations. Students are required to contact teachers to get class and/or homework assignments that they will be missing due to early dismissal. **A parent must come into the main office and personally sign the student out of school. Proper photo identification is required from all individuals who pick up students. Any individual arriving at the office to pick a student up must be designated on a "Consent to Release" form filed in the office.**

**Dismissal:** Placards will be issued to individuals who consistently pick up children at dismissal time. Placards are to be placed inside of your vehicle against the right hand side of the windshield so the teaching assistant can identify which children will be riding

in your vehicle. Students will remain inside until the individual picking up the children has been identified.

### APPEAL PROCESS

Upon receipt of notification that a student may not be promoted due to excessive absences, parents may initiate written appeal to the principal. Appeals beyond this phase will be in accord with the District's Appeals Policy.

### PROGRESS REPORT AND REPORT CARDS

Interim progress reports are sent home via students halfway through each marking period. Dates for progress reports and end of marking periods are included on the school calendar.

### AWARDS AND RECOGNITION

To be recognized on the Honor Roll, a student must achieve the following: grade of B (80) or above in all subject areas.

The teaching teams on all levels may have special awards and recognition assemblies during the school year. Teams will notify parents of these programs through individual team notices. These awards may include such things as honor certificates, "Best Effort," and "Most Improved."

Qualified eighth graders will be recognized at a special awards night sponsored by the **National Junior Honor Society**. The candidates will be determined by the criteria established by the National Junior Honor Society based on academic performance, character, citizenship, and community service in grades 7-8.

### PROMOTION / RETENTION POLICY

#### INTRODUCTION AND PHILOSOPHY

The Chariho School District believes in the academic success of all students and will utilize various educational services to reach this goal. The district is responsible for the educational placement of each child in accordance with his/her academic, social, and emotional development.

Promotion and retention decisions will be made on an individual case basis. Retention recommendations will be a cooperative team effort involving family, teacher, principal (or designee), and other professional staff. The decision-making process will involve this promotion/retention team. The building principal will make the final promotion/retention decision, which may if the family chooses, be appealed to the superintendent. All middle school students shall be required to accumulate a prescribed number of points before receiving promotion to the next grade level. For grades 5 and 6, the minimum number of points needed for promotion is 15. For grade 7 and 8 students, the minimum point total shall be 16. **Students must pass four (4) major subjects, two (2) of which must be math and language arts. In grades 5 and 6 students must pass math and reading or language arts and in grades 7 and 8 students must pass math and English or language arts.**

<u>Grades 5/6</u>	<u>Grades 7/8</u>
Points	Points
3 Reading	3 English
3 Language Arts	3 Math
3 Math	3 Social Studies
3 Social Studies	3 Science
3 Science	3 Language Arts
2 Physical Education	3 Foreign Language

1 Health

2 Physical Education

1 Health

Total: 22

Total: 23 (26)\*

\* Only for students in the 7/8 Foreign Language Program.

- Students will receive 1 pt. for each unified arts course successfully completed.

**Note:** Students will have an opportunity to attend Night School sessions at the end of each quarter to recover points.

**Secondary Grading Policy**

Rationale: The necessity for this policy grows out of a desire to bring consistency to grading practices, to hold students accountable for the production of high quality work, and to make clear that the purpose of grading is to indicate the degree of attainment of academic expectations. Thus, grades must be related to the attainment of standards as indicated in the curriculum of the Chariho Regional School District.

Purpose of Grades: All grading practices adopted by faculty of the Chariho Regional School District will support the learning process and promote student success. The primary purpose for grading student work and eventually assigning a summative grade is to communicate achievement status against the curriculum of the Chariho Regional School District to students, parents, and others during and at the conclusion of each grading period.

Communication with Students and Parents: At the beginning of each course and following approval by the principal or his/her designee, teachers must share grading practices with students and parents. This communication must be in writing and include (1) purpose of grades, (2) weighting of the various assessments, (3) determination of final grades, (4) assessment retake guidelines (if any), (5) late work penalty (if any), (6) timeliness incentive (if any), (7) incomplete and missing work procedures, (8) homework policy, and (9) instruction for parental access to grades and the school’s learning management system. Parents must receive a logged communication from the teacher whenever the degree of attainment of academic expectations falls below 70%; communications will begin following the first significant assessment. Grades for short assignments will be recorded in PowerSchool within one week of receipt from students; grades for more substantive assignments will be recorded within two weeks of receipt from students (except when grade reporting is required for the close of a marking period). It is the responsibility of parents to access information about student grades and assignments by utilizing PowerSchool and the school’s learning management system.

Grading Factors: Grades will accurately reflect what students know and are able to do. Unless specifically part of the curriculum, behavior, class participation and/or attendance, attitude, attendance at an event, covering books and the like will not be factored into summative quarterly, semester or end of the year grades. Grades will primarily be based upon assessments (e.g., major course assessments, quarterly common assessments, unit assessments, district assessments, performance tasks, major projects, research papers) which measure large chunks of learning. \*Additional learning opportunities for extra credit may be offered to all students when these opportunities extend learning that directly aligns with course curriculum.

Student Citizenship: The citizenship grade shall include factors related to student effort, punctuality, participation, conduct, and responsibility. The citizenship grade shall be assigned for all classes according to the following scale.

H	Honorable
G	Good
N	Needs Improvement
U	Unsatisfactory

Weighting of Grades: Generally, assignments fall into two categories. The first, which includes a combination of homework (no more than 15%), quizzes, daily assignments, reviews, warm-ups, and similar short assessments FOR learning, may together count for no more than 35% of the final grade. The second, which includes major course assessments (25%), quarterly common assessments, unit assessments, district assessments, performance tasks, major projects, research papers, and similar more substantive, summative assessments may together count for no less than 65% of the final grade. \*There must be consistency in terms of categories into which assignments fall and to the weighting of grades.

Multiple Assessment Opportunities: \*Students may be provided with more than one opportunity to show what they know and are able to do on a summative assessment. While these opportunities must be offered to all students who meet reassessment criteria, they must always follow reteaching. Grades on second chance assessments should not simply be averaged with that given on the first assessment, but should accurately reflect a student’s achievement status. (Reassessments for Major Course Assessments are governed by the Academic Requirements for High School Graduation Policy.)

Determination of Final Grades: Making a grading determination at the close of a quarter, semester or year involves more than calculating a simple average. Professional judgment must be used in considering the total body of achievement evidence to be certain that the final summative grade accurately measures the degree of attainment of the curriculum of the Chariho Regional School District. Therefore, with appropriate justification, teachers may override the average grade.

Meaning of Grades: Generally, grades assigned at the secondary level are determined in one of two ways. First, grades reflect percent correct. In this case, a simple numerical grade is assigned. Second, grades may be based upon a rubric or other scoring criteria. In this case, a translation to a numerical grade may be necessary. In both cases, grades are based on a 100-point scale; the possible range of scores on any individual assessment is from zero (0) to one hundred (100). For the purpose of providing definition to quarterly summative numerical report card grades, the following scale shall be used:

A	90-100
B	80-89
C	70-79
F	50-69

Homework: Homework is defined as short-term written work assigned by a teacher designed to provide students with opportunities to reinforce, practice and apply previous learning. Homework is due during the next class meeting. While other work (e.g., research, reading, test preparation, etc.) may be assigned to

be completed at home, it is not considered as homework under this policy. Each teacher shall develop and communicate a homework policy that holds students accountable for the production of quality homework products. Homework, as defined by this policy, may count for no more than 15% of a student's quarterly grade.

**Incomplete and Missing Work:** When graded work (not including homework) is missing or incomplete (and the missing or incomplete work is not allowed by another policy), an M (missing) will be entered in the electronic grade book. Students will have until five school days before the issuance of quarterly progress reports and five school days before the end of the quarter to submit missing or incomplete work. The quarterly progress report date, as indicated on the school calendar, will apply when work is due during the first half of the quarter. The end of the quarter date, as indicated on the school calendar, will apply when work is due during the second half of the quarter. Seniors during the fourth quarter have until five days before the final instructional day. When submitted, such work will be graded so as to indicate the degree of attainment of academic expectations; a late work penalty may be applied. If missing or incomplete work remains during the period of four or fewer days before the issuance of progress reports or the end of the quarter (four or fewer days before the final instructional day for seniors during the fourth quarter), as appropriate, or if work is not submitted when due during this period, a zero (0) will be entered for all such work.

**Student Accountability for Incomplete and Missing Work:** Each secondary school will develop an internal procedure, which must be approved by the Superintendent, to minimally include the following:

1. The principal (or designee) will review a listing of all students with missing or incomplete work each school week. Homework, as defined by this policy, shall not be included. Parents will be notified.
2. The student will lose all privileges including, but not limited to, participation in extracurricular activities and use of student parking.
3. The student will be assigned detention, extended school day, guided study, or supervised work day, as is determined by the length of time needed to complete incomplete and missing work.
4. The missing work designation will be removed and privileges reinstated following the submission of a quality work product, as determined by the teacher or another member of the department.

Specific school practices and procedures for incomplete and missing work must be communicated to students and parents at the beginning of each semester.

**Refusal to Complete Work:** When a student is present in class and refuses to complete work, the Behavior Code will be applied.

**Penalty for Late Work:** \*A late work penalty of no more than 10% may be applied. In spite of the possible 10% penalty, in no case shall the grade for late work exceed the minimum proficiency grade of 80%. The penalty must be uniformly applied to all students; consideration must be given to other policies, such as the attendance policy. The penalty for late work must equal the incentive for timeliness.

**Incentive for Timeliness:** \*A timeliness incentive of no more than 10% may be applied when all work for a quarterly marking period

is submitted on time. The incentive must be uniformly applied to all students; consideration must be given to other policies, such as the attendance policy. The incentive for timeliness must equal the penalty for late work.

**Appeals and Exceptions:** Appeals to this policy and/or exceptions due to hardship or extenuating circumstances may be requested in accord with the Appeals Policy.

\*These policies must be consistently applied. Therefore, policy consensus must first be attempted at the school level. If this is not possible or practical, policy consensus must be attempted as follows and in the following order: For the Middle School, first grade, then team. For High School grades 10-12, department; for grade 9, first grade, then team.

**Adopted 8-17-10**  
**Revised 6-14-11, 5-22-12, 3-26-13; Effective: 7-1-13**  
**Revised 5-26-15; Effective 7-1-15**  
**Revised 5-10-16; Effective 7-1-16**

## **HOMEWORK POLICY**

### **PURPOSE:**

The Chariho School District believes that homework is an important part of schoolwork. It is an extension and reinforcement of classroom activities. Homework also serves to provide basic practice in skill areas and foster independent learning. All students will be assigned reasonable homework on a regular basis.

### **Homework Guidelines**

1. Homework should supplement work done in school and encourage application of knowledge gained in the classroom.
2. Homework should include a variety of assignments, both long and short term.
3. Homework assignments should be carefully explained, reviewed, and returned to students in a timely manner.
4. Homework assignments should consider the availability of appropriate resources, the individual differences of students, and the need for students to work independently.
5. Homework should be developmental in nature and increase in scope with the maturity and capabilities of the student.
6. The staff at each grade level should inform students and parents of this Homework Policy, how it will be carried out at the grade level, and expectations for parents.

### **Homework Expectations**

Parents, students and teachers share responsibility in ensuring that homework supports student achievement. Outlined below are suggested practices to achieve that goal.

1. Student Expectations
  - A. Will write down all assignments.
  - B. Will take home materials essential to the completion of the assigned work.
  - C. Will schedule time to complete work.
  - D. Will have a quiet study place.
  - E. Will take the primary responsibility to complete all assignments to standard and on time.
2. Parent Expectations
  - F. Will promote a positive attitude toward homework.
  - G. Will reserve a specific time for homework.
  - H. Will take an interest in what the students are doing and allow students to complete homework as independently as possible.



- I. Will encourage child to work and complete each homework assignment and return it when due.
- J. Will contact the teacher if a student constantly exceeds average time guidelines.
- 3. Teacher Expectations
  - K. Will provide meaningful and appropriate homework activities.
  - L. Will explain criteria for grading homework.
  - M. Will consider student performance levels when assigning homework.
  - N. Will adhere to the suggested guidelines for time.
  - O. Will check, review, and provide timely feedback for homework.

Suggested Guidelines for Middle School

Grades 5 and 6 - 50-60 minutes, 4 days per week average  
 Grades 7 and 8 - 70-80 minutes, 4 days per week average

Grading of Homework

Homework is an important extension of the school day. Student accountability for completion of homework is required. Homework will be weighted at no more than 10+% into the calculations of each subject's quarterly grade.

**CHEATING, FORGERY, PLAGIARISM**

Academic dishonesty in any form is a serious offense in any institution of learning. Students who choose to be academically dishonest cheat not only themselves and their teachers, but also all other students who show integrity in their efforts.

**Definition:** Plagiarism is the use of and representation of other people's words and/or ideas, in whole or in part, as one's own work. This definition applies to words or ideas taken without proper acknowledgement from any published or unpublished source, including books, periodicals, internet sites, essays, and the work of fellow students. Plagiarism may take many forms, including, but not limited to, the following:

1. Copying word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words, phrases, and/or structure. This also includes non-textual material, including musical and artistic copyrighted compositions as well as theatrical and dance choreography.
2. Intentionally paraphrasing ideas from any outside source without proper acknowledgement.
3. Submitting in whole, or in part, the work of another student.
4. Submitting in whole, or in part, an assignment written for another course by someone else.
5. Intentionally allowing one's essay, assignment, or test answers to be copied by another student.

**FIELD TRIPS**

Field Trips are part of the instructional program. Unless there are extenuating circumstances, all students are to have the opportunity to participate. Exceptions are to be approved by the building principal.

**PERSONAL PROPERTY**

Personal property that is not used in the instructional program

should not be brought to school. The following items are not allowed in school; portable music and game systems, playing cards, laser pens, skateboards, toys, water pistols, and cameras. If students bring prohibited articles to school, they will be confiscated and released to a parent during school hours. Game Boys, Play Station portables, and cell phones are items that are allowed on the bus. Students may bring these items into school. They must be kept in their **locked** lockers at all times during the school day.

**DRESS CODE**

Clothing and personal appearance should reflect high self-respect and respect for others. Clothing choices must not reveal any parts of the chest or midriff while students are standing or sitting. Footwear must be worn at all times. We strongly urge parents to send their child to school with footwear that is appropriate for the season and the school environment. Certain articles of clothing are not permitted to be worn in school:

- Coats, jackets, one-piece pajamas and bottoms
- Hats, sunglasses, or bandanas / headbands, wrist bands, gloves, hoods, swimsuits, halter tops, belly shirts, undershirts with straps less than 2 fingers wide, muscle shirts, short shorts, skirts, or spandex separates that are shorter than fingertip length.
- Clothing, wrist bands, buttons, signs, etc. with a suggestive or profane message.
- Clothing, wristbands, buttons, signs, etc. which promote alcohol, drugs, or violence.
- Chains, necklaces or bracelets that could cause injury or disrupt the educational process.
- Shoes/sneakers that could cause injury or disrupt the learning environment are not permitted in school.

A student wearing such articles and/or footwear will be sent to the office. Students will be issued a verbal warning. If they continue to make poor clothing choices, parents will be contacted and will need to deliver replacement clothing.

**BOOK BAGS / BACKPACKS**

Students may need to use book bags/backpacks to carry belongings to and from school. However, students carrying book bags or backpacks in our hallways pose a safety problem. **For this reason, we ask that students eliminate the use of book bags/backpacks during the school day.** Exceptions to this policy may be made when necessary, including for medical reasons, and/or last block specials.

**LOST AND FOUND**

There are lost and found receptacles located in the clinic, house offices, and in both gym locker rooms. If you've lost a valuable object, report it at once to the main office. The school suggests that you do not bring valuables or large sums of money to school. Be sure that your name is on your belongings, e.g. jackets, sneakers, gym clothes, and books, notebooks, etc.

**LOCKS AND LOCKERS**

Lockers belong to the school, and students are allowed to borrow and use this space responsibly. Each student will be issued a locker for storing his or her materials for the day. Students must provide their own locks. Students may be liable for any damage to their assigned locker during the course of the year and are asked to keep their lockers clean. The school is not responsible for what a student

keeps in his/her locker. **Students are not to give out their locker combinations or to share the use of their locker with another student.** Students must lock their lockers at all times and are not to pre-set their combinations. Students should readily report any locker or combination difficulties to their team teachers to help ensure security of their belongings. Administrators and teachers have the right to ask students for their locker combinations and to search lockers.

### CORRIDOR PASSES

Students must have a pass signed in order to travel from his/her house area (to the office, library, clinic, etc.). Students must go to the destination noted on the pass by the shortest route, with no stopovers at other points and without bothering students in other classes. Passes will be issued only as needed and must be presented at the destination, signed, timed, and returned to the teacher who originated the pass. Students must walk to the right when moving through the main corridors. Two-way pedestrian traffic in the corridors will be observed to ensure students' timely arrival to class.

### OFFICE TELEPHONES

The number for the Chariho Middle School is 364-0651. Administrators, teachers and support personnel can be accessed through the receptionist during the school day or by using the directory to leave voice mail during and after school hours. If all phones are in use, you will not get a busy signal, but a ring. You will hear a message asking you to follow the prompts.

### CELL PHONES

Cell phones must be turned off and out of sight or in a locker during the school day. Students cannot make /receive calls or text messages while in school. Messages of an emergency nature will be given to the students from the main office. A telephone is available in the main office for necessary outgoing calls with the permission of a teacher or administrative staff. Any student using a cell phone in school, to make or receive calls, text, take pictures/videos will be subject to the consequences described in the discipline code. When necessary, the police will be contacted. However cell phones may be used, at the discretion of the teacher, for educational purposes.

### VISITORS

#### **ALL VISITORS TO THE CHARIHO MIDDLE SCHOOL CAMPUS MUST REPORT TO AND REGISTER AT THE MAIN OFFICE FOR THE SAFETY AND SECURITY OF OUR CHILDREN.**

Visitors will be issued a pass. Visitors will not be permitted to loiter on school grounds. Students from other grade levels are not permitted in the Middle School during the official school day. **Students are not permitted to have student visitors or guests during the school day.**

### FIRE DRILLS

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding and flashing of emergency alarms. An evacuation plan is posted in each room. Students are to walk quietly and briskly to the designated exit. Teachers will accompany students outside the building. Once outside, students must remain calm, quiet, stay away from buildings, fuel storage tanks, and vehicles.

### SAFETY EQUIPMENT

In certain classes, e.g., science and technical education, safety wear such as protective eyeglasses is mandatory. If a student refuses to wear safety equipment, parents will be advised in writing that the student will not be allowed in class unless safety equipment is worn and disciplinary action will be taken.

### SCHOOL SERVICES

#### LUNCH / BREAKFAST PROGRAMS

Breakfast is offered to all students from 7:15 to 7:30.

Breakfast	\$ 1.25
Reduced	\$.30

Lunch blocks are 30 minutes in length. All students will have the opportunity to go outside after lunch if they choose.

Lunch	\$ 2.70
Reduced	\$.40
Extra Entrée	\$2.50
Milk	\$.50
Water (8oz.)	\$.50

The Middle School lunch program provides students with a wide variety of choices for meals as well as a la carte items. A monthly menu will be listed in local newspapers and on the Chariho website. In order to provide efficient and expeditious lunch lines for students, ONLY cash or prepaid transactions will take place in the cafeterias. For parent's convenience, pre-payment is offered in cash or check made payable to **Chartwells, for meals and/or a la carte items.** (\$2.70 for lunch, \$.40 for reduced lunch). Any funds unused by that student will be carried forward to their account. **PAYMENTS ARE ACCEPTED ANY DAY OF THE WEEK. A DROP BOX FOR PAYMENT IS AVAILABLE IN THE MAIN OFFICE.**

#### WEEKLY PAYMENTS FOR MEALS

\$13.50 for 5 lunches	\$2.00 for 5 reduced lunches
\$27.00 for 10 lunches	\$4.00 for 10 reduced lunches
\$40.50 for 15 lunches	\$6.00 for 15 reduced lunches
\$54.00 for 20 lunches	\$8.00 for 20 reduced lunches

\*\*\*\* Prices are subject to change \*\*\*\*

Forms will be distributed at the beginning of the school year for free and/or reduced-price lunches. Parents are eligible to apply for a free/reduced lunch, at any time during the school year, and will be required to complete and return the confidential eligibility forms. Each eligible student must have an application on file in the central office.

During lunchtime, students may also use cash to purchase snacks from a vending machine in each of our cafeterias.

All school rules are in effect during lunchtime. Food is to be eaten in the cafeteria. Students are asked to discard food or containers in the proper containers, and clean up their own areas after lunch. Students sit at a table with a maximum of eight (8) students per table. Proper behavior is expected at all times in the lunch area. **Open drink containers are not allowed in the halls, lockers or classrooms unless students have been granted permission.**

### GUIDANCE SERVICES

Each student in grades 5-8 will be assigned a school counselor. Counselors are available to students or parents to discuss any

concerns or problems. A planned guidance curriculum is conducted in classrooms and in small group settings. The goal of guidance services is to enable each student to adjust to the Middle School, to reach full academic potential, and to get along well with peers, teachers and families. Counselors also assist students and parents in long range planning for high school and post- graduate plans. Academic decisions made during the middle school years can have far reaching applications in the future. School psychologists are available to students and parents and can be contacted at 364-0651.

### **ACCESS TO STUDENT RECORDS**

A student and/or his/her parent/guardian shall have access to the student's records and may request copies of any information in the record. Authorized school personnel shall have access to student records. In general, no information in a student's record shall be disseminated without the written consent of the student's parent. A log shall be kept to record the dissemination of any information in the student record. Parents wishing to view student records should contact the guidance office and request a conference. Records may be transferred to a new school without written consent.

### **CONFERENCES**

Parents who wish a conference with a specific teacher or team should call the school office at 364-0651 to request a meeting. A teacher will respond to arrange a meeting. If a conference with a school counselor is desired, call the office number and ask for your child's counselor.

A parent wishing to meet with all teachers should indicate that the child's Unified Arts teachers also be present.

### **LIBRARY/MEDIA CENTER**

The library is a quiet area. Each student using the library, including the computer area, must be prepared to work, with a notebook and a pencil or pen. A student's inappropriate behavior will result in disciplinary action according to the CMS behavior standards, and will include returning the student to class. Any 5th grade student requesting to use the library must present a library pass, signed by a teacher, which indicates the reason for the request.

### **Responsible Use of Technology**

#### **Purpose and Expectations**

The Chariho Regional School District ("District") uses technology as one tool to support our mission of ensuring that all students meet high academic standards and are prepared for lifelong learning and productive global citizenship. The District supports the notion that students and educators should have ready access to the vast instructional potential of technological tools.

The District's Responsible Use of Technology Policy (RUTP) provides guidance to students ("users") and District employees ("providers") in the responsible use of technology for educational purposes, research and communication. This policy provides guidelines but does not attempt to state all permitted or prohibited activities. The District has the right to prohibit any District technology use by providers and users not stated in this policy.

Every user needs technology skills and knowledge to succeed as an effective and productive citizen. Every provider needs access to technological tools to provide users with the best possible opportunity for success. The 21st century learning environment includes all types of resources including computing devices, Internet sites and software. Users and providers have access to personal technology including, but not limited to, computers and cell phones and District technology which includes local network resources, Internet service, and a variety of digital devices including, but not limited to, laptops, tablets, desktop computers, smart boards and software. All use of District technology is intended to support the effective implementation of the Chariho Regional School District's curriculum, standards and business requirements.

Only educational software and digital tools approved by the District may be used for instructional purposes.

### **Internet Safety, CIPA and Personal Use**

The District complies with the Children's Internet Protection Act ("CIPA"). The District uses technology protection measures to block or filter, to the extent practicable, access to content or transmission of visual depictions, communications or otherwise, that are obscene, pornographic, and harmful to minors over the network. Providers, even when they allow access for educational reasons to sites normally blocked or filtered, also provide reasonable monitoring of users Internet use. It is the responsibility of all to monitor his/her own access and use sound judgment in matters related to potentially obscene, pornographic, and/or harmful materials. The District's content filter will be frequently updated and be active when any District device is used outside of school and when any personal device accesses the Internet via the District's network.

This policy applies regardless of whether such use occurs on or off school property and it applies to all District technological resources including, but not limited to, computer networks and connections; the resources, tools, and learning environments made available by or on the network; and all devices that connect to those networks. When issued a mobile computing device by the District, users and providers may use it at school or at home. The District permits personal use so long as it occurs on personal time, complies with this policy and CIPA. Personal use should not interfere with District activities and other established policies and procedures. Users and providers are responsible for their actions and activities involving District technology, networks, and Internet services and for keeping their files, passwords, and accounts secure. Users and providers accessing the Internet via District technology assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the policy or accompanying guidelines. Damage, malfunction, theft, or similar event to an issued and assigned device must be reported within twenty-four (24) hours of the event.

### **Unauthorized Software and Hardware Modifications**

Providers and users shall not install software or hardware on the District-issued devices that can monitor or record the Internet activity, access the files or electronic communications, or capture any data transmissions from other District or non-District-issued equipment. Additionally, hardware installation, repairs, and hardware configuration of the District-issued devices will be performed by the District IT staff or by authorized users or providers under the direct supervision and responsibility of District IT staff. All District technology, which includes software, is subject to District IT

oversight and control.

### **Social Media**

Personal or private use of social media may have unintended consequences. Social media is defined as Internet-based applications including, but not limited to, Facebook, Twitter, chat rooms, instant messaging, blogs, wiki's, etc., that turn communication into interactive online dialogue.

With regard to Providers, postings to social media should be done in a manner sensitive to the providers' professional responsibilities and should maintain an appropriate professional relationship with users. The District authorizes providers to access social media from the District's network provided such access has an educational purpose.

With regard to Users, social media may not be used in a way that undermines the District's mission or causes a substantial disruption to the school environment. Providers and Users are also bound by other Chariho policies, such as the Personnel Management System Policy and the Standards for Student Behavior Policy.

Personal access and use of social media from the District's network and Internet service by users and providers is prohibited during instructional time, unless specifically intended for educational purposes.

All use of technology resources, including accessing social media with District property or during school-sanctioned events, shall be in accordance with all provisions of this policy.

### **No Expectation of Privacy with District Technology, Networks, or Internet Services**

The District retains control, custody and supervision of all technology, networks and Internet services owned or financed by the District. The District reserves the right to monitor all usage including Internet usage of the District-issued equipment. Users and providers shall have no expectation of privacy with regard to the use of District technology and District property including network, Internet access or files and email. No expectation of privacy extends to all files stored on the District-issued device including email and Internet usage of the device.

The District reserves the right to monitor users' and providers' online activities accessed through District technology, including networks or Internet services. The District can access, review, copy, store or delete any electronic communication or files and disclose them to parents, guardians, teachers, administrators or law enforcement authorities as the District deems necessary or mandated by law.

The District will not make use of any camera or microphone on District technology for remote monitoring purposes. The District can monitor devices not issued by the District that are using the District network or Internet services.

### **Other Guidelines for Users**

#### **A. Technology Use is at the Discretion of the District**

Use of District technology, networks and Internet services can be

restricted or prohibited. Users must also follow this policy when using allowable personal digital devices including, but not limited to, laptop computers, tablets and cell phones while on District property, at school activities and/or riding District-provided transportation.

#### **B. Responsible Use**

1. Users are expected to use District technology primarily for educational purposes.
2. Users are expected to comply with this policy and when using technology outlined in this policy.
3. Users are responsible for their actions and activities involving District technology, networks and Internet services and for keeping their files, passwords and accounts secure.
4. Users shall not use personal devices during instructional time without permission.
5. Users should promptly inform their teacher or school administrator if they are aware of any technology issue that is contrary to this policy.
6. Users are expected to comply with any District requests to limit use of the District technology.

#### **C. Prohibited Uses**

While technology can be a valuable resource in an academic setting, it has the potential for misuse. Prohibited use will result in disciplinary action as defined by the appropriate Standards for Student Behavior Policy and other applicable policies and may also include loss of use of District technology.

1. Inappropriate Material: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Illegal Activities: Using District technology, networks and/or Internet services for any illegal activity or activity that violates other District policies, procedures and/or school rules.
3. Violation of Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other District policies regarding copyrighted material.
4. Non-School-Related Uses: Using District technology, networks or Internet services for private financial gain, commercial, political, religious, advertising or solicitation purposes is prohibited.
5. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts or providers' accounts.
6. Malicious Use/Vandalism: Any malicious use, disruption or harm to District technology, including, but not limited to, modifying or uninstalling device configurations, hacking activities and creation/uploading of computer viruses. Vandalism includes damaging computer equipment, files, data or the network in any way.
7. Unauthorized Access of Electronic Communication Tools: Accessing resources such as email, chat, social networking sites, texting and telephone services without specific authorization from instructional staff.

#### **D. Personalization of Issued and Assigned Devices**

1. Users are allowed to personalize devices within the parameters of this policy. Personalization must not impede the instructional and educational use of the device and may not be any form of non-digital

customization including, but not limited to, stickers, decals or artwork.

2. Users are not allowed to make configuration changes that may interfere with maintenance, software installation, or software upgrades.

3. Personalization must conform to all other applicable policies of the District. No use of media prohibited by other policies is allowed.

4. The District assumes no liability or responsibility for personal electronic property saved to a device. This includes, but is not limited to, personal software, files, games, eBooks, and other media.

5. The District assumes no liability or responsibility for unauthorized charges made by users that may include, but are not limited to, credit card charges, long distance telephone charges, and electronic payment services.

6. In the event that device internal memory is insufficient for the download or use of required educational content, the provider will be required to remove personal files.

### **E. Communication of Policy**

This policy shall be provided to all users and parents/guardians on an annual basis. All users shall be provided with instruction regarding this policy.

### **Other Guidelines for Providers**

#### **A. Primary Intent**

District technology is made available to providers to allow for the enhancement, enrichment, and expansion of educational opportunities for users. Its primary use is for educational purposes.

#### **B. Responsible Use**

1. Providers are expected to use District technology primarily for educational purposes.

2. Providers are expected to comply with this policy and when using technology outlined in this policy.

3. Providers are responsible for their actions and activities involving District technology which includes networks and Internet services, and for keeping their files, passwords and accounts secure.

4. Providers should promptly inform District IT staff or school administration if they are aware of any technology use or issue that is contrary to this policy.

5. Providers are expected to comply with any District requests to limit use of District technology.

6. Providers should understand that they are held to a higher standard than the general public and are expected to set the example with regard to policy adherence, standards of conduct and ethics. Reference should be made to other Chariho policies, including the Personnel Management System Policy.

#### **C. Prohibited Uses**

1. Inappropriate Material: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

2. Illegal Activities: Using District technology, networks and/or

Internet services for illegal activity or activity that violates other District policies, procedures, and/or school rules.

3. Violation of Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other District policies regarding copyrighted material. Under no circumstance may software purchased by the District be copied or distributed.

4. Non-School-Related Uses: Using District technology, including networks or Internet services for private financial gain, commercial, political, religious, advertising or solicitation purposes is prohibited.

5. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other providers' passwords without permission and/or accessing other providers' or users' accounts.

### **D. Personalization of Issued and Assigned Devices**

1. Providers are allowed to personalize devices within the parameters of this policy. Personalization must not impede the instructional and educational use of the device.

2. Providers are not allowed to make configuration changes that may interfere with maintenance, software installation, or software upgrades.

3. Personalization must conform to all other applicable policies of the District. No use of media prohibited by other policies is allowed.

4. The District assumes no liability or responsibility for personal electronic property saved to a device. This includes, but is not limited to, personal software, files, games, eBooks, and other media.

5. The District assumes no liability or responsibility for unauthorized charges made by providers that may include, but are not limited to, credit card charges, long distance telephone charges, and electronic payment services.

6. In the event that device internal memory is insufficient for the download or use of required educational content, the provider will be required to remove personal files.

### **E. Communication of Policy**

All providers shall be given instruction regarding this policy.

**Revised 7-17-12-effective 8-29-12; Revised 7-16-13-effective 9-1-13; Revised and effective 12-16-14; Revised 5-12-15-effective 7-1-15**

### **Expectations for Care of Laptop**

Students are expected to follow all of the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device. Loss or damage resulting from failure to abide by these guidelines or from willful neglect will result in full financial responsibility.

**Damage & Theft:** Report damage within twenty-four (24) hours to the Help Desk located in the library. Stolen devices should be reported immediately to the Help Desk. If the device is stolen outside of school, report it immediately to the local police and come back to school with the offense number from the police report.

### **General Guidelines:**

1. Changing the physical structure of the device such as engraving, marking, applying stickers or other items, etc. is prohibited. Stickers may be applied over a protective cover.
2. Only the student to whom the device is assigned may use the device; do not exchange passwords with others.
3. The device must be kept free and clean of debris. Use an anti-static cloth to clean the screen and air duster to clean the keyboard. Visit [Http://www.apple.com/support/macbook/care](http://www.apple.com/support/macbook/care) or <http://www.dell.com/support/article/us/en/19/SLN180697>, as appropriate for more information about laptop care.
4. Keep the device safe and secure at all times (e.g., lock the devices in a locker during lunch and physical education.)
5. Use care when inserting and removing cords, cables, and removable storage.
6. Use the device on a solid, sturdy surface.
7. Do not carry the device while the screen is open.
8. Store the device in the case provided or other protective covering. If other than the school issued case is used, the school issued case must be returned to the Help Desk.
9. Food, drink, or other liquids should not be consumed or used in the vicinity of the device. Do not carry liquid, even in a sealed container, with your device.
10. Never leave the device unattended.
11. Back up your data. Never consider data to be safe when it is stored on only one device. Data on the desktop will not be saved if there are system or network interruptions and data stored on a hard drive can be lost if there is a hard drive failure. To be safer, save important information using at least two methods.
12. Read all care and safety warnings included with your device.
13. Report to every class with a charged device.
14. The police will be notified of theft, vandalism and intentional damage.
15. All matters related to failure to return or damage to a laptop and all outstanding balances must be remedied prior to the issuance of a diploma or the transfer of transcripts.
16. Immediately surrender the device upon request from the school. Understand that there is no expectation of privacy when using the District network and devices. (See the Responsible Use of Technology Policy for privacy details.)
17. Be knowledgeable about and follow the Responsible Use of Technology Policy.

#### **Home Care:**

1. Fully charge the device every night. Use a surge protector when charging.
2. Unplug the device when severe weather is expected.
3. Store the device on a desk or table, but not on the floor.
4. Protect the device from pets, heat and cold, small children, and food and drink.
5. Parents should feel free to establish home guidelines for device and internet use.
6. Check on coverage provided by insurance, including homeowners.

#### **Traveling:**

1. Place the device in the case provided or other protective covering.
2. Do not carry in a bag or backpack containing heavy books, food, or liquids.
3. Do not use the device in a moving vehicle.
4. Keep the device safe and secure at all times.

## **HEALTH SERVICES**

### **ACCIDENTS OR ILLNESSES OCCURRING AT SCHOOL**

A student injured or becoming ill at school should report to the clinic with a signed agenda book, if possible. The school nurse will administer emergency first aid. Parents will be notified of a serious accident or illness. Accident insurance is available for all families; forms are distributed to all students at the beginning of each school year and are available at [www.chariho.k12.ri.us](http://www.chariho.k12.ri.us).

Emergency contact forms will be sent home at the beginning of the school year for completion by parents. **It is most important to fill out these forms and return them to school as soon as possible. PLEASE ENSURE THAT INFORMATION ON THE EMERGENCY FORM ON FILE IN THE CLINIC IS UP-TO-DATE. If any information on this form should change, please update the office staff as soon as possible. Only those individuals noted on the Consent to Release Form will be allowed to pick up a student. All individuals must also provide photo identification to school personnel.**

### **MEDICATION**

Authorization from a physician is required before prescribed medication can be administered at school. **Medication must be brought to the clinic by a parent/guardian in its original labeled container in order for the nurse to dispense it. No child should be allowed to carry medication on his/her person to school or during the school day.** Any students doing so may be subject to disciplinary action in violation of the district substance abuse policy.

### **PHYSICALS**

The State of Rhode Island mandates that all students entering the **seventh** grade must have a physical exam from their physician. Any other students entering the Chariho REGIONAL School District from out of state must show proof of a physical exam within the past six (6) months.

### **IMMUNIZATIONS**

In accordance with the Rhode Island Department of Health Rules and Regulations pertaining to Immunizations and Testing for Communicable Diseases (R23-1-IMM), all children entering Chariho Middle School are **required** to be immunized. For specific information regarding required immunizations contact the Chariho Middle School nurse or visit our website [www.Chariho.k12.ri.us](http://www.Chariho.k12.ri.us).

### **PHYSICAL EDUCATION PARTICIPATION**

Physical Education is an integral part of the total educational experience. Students have a responsibility to develop and maintain an individual level of fitness through participation in carefully designed learning activities. Physical Education provides all students with a fun and enjoyable opportunity to be healthy and

fit. This encourages positive decision making, cooperation, responsible citizenship, further learning, productive employment, and the commitment to maintain an active healthy lifestyle. All students participating in outside physical education in the warm/hot weather should have a water bottle filled with water for hydration. Non-participation, which includes not dressing for physical education, can result in disciplinary action.

### PHYSICAL EDUCATION EXCUSES

**Medical Excuse Policy:** If a student receives an injury for which a physician provides a written statement exempting the student from PE class for any length of time, the student needs to bring a copy of the note to the school nurse. The student will be exempt from PE class and will not need to make up any lost time. The student will not be allowed to return to PE until the designated time on the medical note.

- All PE excuses from the school nurse or parents/guardians will be honored.
- Students are allowed two such excuses per quarter without losing class credit.
- For the third and subsequent excuses, the student will not earn credit for missing the class.
- Students will be allowed to "make up" missed classes for full credit.

### PHYSICAL EDUCATION 'MAKE-UP'

Classes must be made up after school. Students must arrange make-up times and dates with their PE teacher. If a time and date has been agreed upon between the student and the teacher, the student is responsible to come prepared (i.e., change of clothing). Students can receive full credit for a make-up class; however, the actual amount of credit they receive will depend upon their participation, effort, and motivation.

### ELIGIBILITY REQUIREMENTS FOR ATHLETICS\*, EXTRACURRICULAR ACTIVITIES, AND SPECIAL TRIPS

The Chariho Regional School District is an educational institution with the primary function of educating students. Athletics, extracurricular activities, and special trips are of a secondary nature when it comes to the academic standards we wish to instill in our students. Participation in athletics, extracurricular activities, and special trips is considered a privilege. Students wishing to participate in athletics, extracurricular activities, and special trips must meet the following criteria:

- ◆ A student must maintain a minimum overall average of 70 with no more than one failing grade. Review will be on a quarterly basis; students who take advantage of options to recoup credit may use a passing semester course grade in place of a quarterly grade to determine eligibility. Students who do not meet the above criteria, but do meet the criteria of the Rhode Island Interscholastic League, may practice with an interscholastic team but may not compete in any games, matches, or competitions until the above criteria is met. High School students wishing to participate in two athletic activities in one season must meet the following criteria:
- ◆ A student must maintain a minimum overall average of 70 with no failing grades. Review will be on a quarterly

basis; grade changes due to recouped credit will not be considered for dual sport eligibility.

- ◆ A student must declare a primary sport and a secondary sport and secure the written permission of both coaches.
- ◆ A letter of intent, signed by the student and his/her parent or guardian, must be filed with the Athletic Director no later than the date of the first practice of the primary sport. All students moving from the Middle School to the High School will be allowed to participate in athletics, extracurricular activities, and special trips during the first quarter of their freshman year.

Please note: This policy applies to all students who participate in athletics, intramural sports, and other similar activities, which require students to make a continuous commitment. Special trips do not include curriculum-related field trips, which are supportive of the academic program.

\*approved by the Rhode Island Interscholastic League

**Revised 6/6/06, 5/22/12, revised 9/10/13, revised and effective 7/14/15**

### DANCE POLICY

Throughout the school year, a number of dances are held for 7<sup>th</sup> and 8<sup>th</sup> grade Chariho Middle School students. The dates of the dances are listed in the Chariho Regional District Calendar. Students attending the dance must follow all the rules of Chariho Middle School as detailed in the handbook. Proper attire must conform to the Chariho Middle School dress code. Attendance for Middle School dances will be based on the following point system. Any student, who receives a consequence prior to a scheduled dance, will accumulate points, based on the severity of the consequence. Students accumulating **five** or more points prior to each dance **will not** be eligible to attend. After each dance, students will have the opportunity to begin back at **zero**, before points begin to accumulate.

Point system is as follows:

- Suspension = 2 pts. per day
- ESD = 1.5 pts. per day
- Office Detention = 1 pt. per day
- Lunch detention = .5 pt. per day

In addition, students are not allowed to leave the dance early unless signed out by a parent or guardian who must notify a chaperone. If a student is absent the day of the dance, he/she will not be allowed to attend the dance. Any student who exhibits inappropriate behavior will be removed from the dance and parents will be contacted for immediate pick up. **All dances begin at 6:30 P.M. and end promptly at 8:30 P.M. Students are to be dropped off in front of the gymnasium at 6:30 P.M. and picked up outside of the auditorium at 8:30 P.M. Parents are asked to arrive by 8:30 P.M.!**

**\*\*\*\*\* Students with incomplete or missing work will lose all privileges including but not limited to participation in all extracurricular activities.**

### GENERAL POLICIES

Any Chariho Regional School District policies not addressed in this handbook are available to the public on the district website.

## DUE PROCESS

All students have rights guaranteed them by the United States constitution. The concept of "due process", as it applies to school disciplinary procedures, can be summarized as follows: a student has the right to know what he/she is being accused of doing wrong; the student has the right to a fair and impartial investigation; and the student has the right to respond to the charges. In accord with the Appeals Policy, parents/guardians may file a written appeal to the principal regarding their child's consequences; the principal's decision to the superintendent; the superintendent's decision to the School Committee; and the School Committee's decision to the RI Department of Education - in that order.

In accord with Rhode Island General Law 28-5.1, and applicable federal law, it is the policy of the Chariho Regional School District not to discriminate on the basis of age, sex, marital status, race, religion, genetic information, national origin, color, political affiliation, veteran status, sexual orientation, gender identity or expression, or disability (including pregnancy) in its employment practices. Employment practices include, but are not limited to, posting of vacancies, recruitment, hiring, training, transfers and promotions. Inquiries regarding compliance with equal opportunity and affirmative action may be directed to Susan Rogers, Human Resources Administrator, 455A Switch Road, Wood River Junction, RI 02894 (364-7575 x2022); (364-1171 TDD); the Office of Equity and Access, 255 Westminster Street, Providence, RI 02903, or US Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109- 3921.

**Revised 9-25-01, 9-2-08, 8-16-11**

## APPEALS POLICY

The Chariho Regional School District encourages all individuals to resolve differences informally and at the lowest possible level in the chain of command. If, however, substantive differences cannot be resolved in such a manner, all individuals are entitled to seek resolution through the following appeals system.

Level 1: Any party to a dispute may file a written appeal with the building principal within 48 hrs. of a disagreement. Within five school days of receipt of a written appeal, the building principal will provide a written response.

Level 2: If the decision of the building principal does not resolve the matter, a written appeal may be filed with the superintendent within seven days of receipt of the building principal's written response. Within five school days of receipt of a written appeal, the superintendent will provide a written response.

Level 3: If the decision of the superintendent does not resolve the matter, a written appeal may be filed within seven days with the Chairperson of the Chariho School Committee (the appeal shall be filed with the Clerk of the School Committee in the superintendent's office). Unless an emergency matter, the Chariho School Committee shall consider the matter at its next regularly scheduled meeting. Within five days of said meeting, the School Committee will provide a written response.

Level 4: If the decision of the School Committee does not resolve the matter, a written appeal may be filed with the Rhode Island Department of Education.

The system may be entered at the appropriate level in accord with the nature of the disagreement. The above appeals system is general in nature. **Any policy-specific appeals structure, such as those related to transportation and student conduct, shall control.**



## **STANDARDS FOR STUDENT BEHAVIOR**

### **CHARIHO MIDDLE SCHOOL**

The school is an environment where students, school personnel, parents/guardians, and community can expect to be free from the concern of behaviors that either threaten or do mental/physical harm to them or others. With regard to these expectations, students are required to conform to standards of behavior while at school, on the school premises or while engaged in school functions away from school.

The school recognizes the value of immediate and positive response to inappropriate student behavior. The response is designed to make students aware of their action and the consequences that their behavior has with regard to others in the school environment. Parents/guardians are recognized as an important factor in the development of their children's behavior and the enforcement of the school's behavior standards. Interaction with parents/guardians is, therefore, designed to encourage their involvement, enlist their support in correcting behavior and recognizing that the school is not solely responsible for the development and enforcement of standards of behavior.

No student shall have the right to interfere with the efforts of staff members or administrators to direct, coordinate, or assist learning, to disseminate information for the purpose of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn, the learning activities, or the rights of other students.

The behavior code is established to deal with students who violate the school's policies regulating student behavior. Students who violate these policies are depriving the right of the students who are obeying the rules and are striving for an education. Each teacher will set up rules and regulations for his/her class.

This code is reviewed and amended periodically by action of the School Committee. The code is to be administered consistently, strictly, and impartially, with equal justice for all and favors to none.

Modification of the prescribed disciplinary action may take place in special circumstances. In such cases, the principal and the teacher will confer and agree upon the appropriate action prior to the disposition of the case with the student.

### **LEVELS OF DISCIPLINE**

#### **Lunch Detention (L.D.)**

- ◆ Thirty (30) minutes in an alternative location.

#### **Teacher Detention (T.D.)**

- ◆ Assigned for inappropriate classroom behavior (e.g., talking, disruptive behavior, unprepared for class, gum chewing, tardiness, uncovered books, littering).
- ◆ 24-hour notice is given.
- ◆ Late bus passes are available.

### **Office Detention (O.D.)**

- ◆ Detention is held in a designated area from 2:20 to 3:05 PM.
- ◆ 24-hour notice is given.
- ◆ Late bus passes are available.
- ◆ Missing office detention due to absenteeism/suspension will result in office detention on the next day of attendance.
- ◆ Students must be engaged in school-related academic work during office detention; failure to do so will result in the assignment of another office detention.

### **Extended School Day (E.S.D.)**

- ◆ ESD is held after school hours, from 2:20 to 5:20 PM and on Saturday morning from 8:00 to 11:00 AM, in a designated area.
- ◆ 24-hour notice is given.
- ◆ Parents/guardians are responsible for transportation.
- ◆ Missing ESD due to absenteeism/suspension will result in ESD the next day of attendance.
- ◆ Students must be engaged in school-related academic work during ESD; failure to do so will result in the assignment of another ESD.

### **In-school Suspension (I.S.S.)**

- ◆ Serious violations of the behavior code will result in in-school suspension (ISS).
- ◆ Suspensions will start the day of or the day after the violation.
- ◆ Students will complete classwork as assigned by the Dean of Students.
- ◆ Suspensions may be held at a central location on the Chariho campus.
- ◆ Failure to successfully complete an In-school Suspension will result in additional discipline.

### **Out-of-School Suspension (O.S.S.)**

- ◆ Serious violations of the behavior code will result in out-of-school suspension (O.S.S.).
- ◆ Suspensions start the day of or the day after the violation.
- ◆ A parental/guardian meeting must occur prior to readmission.
- ◆ Serious or excessive violations may result in a referral to the Superintendent for further consequences.

### **Saturday Service: An Alternative to Out-of-School and In-School Suspensions**

The principal or designee shall have the option, as a means of reducing lost instructional time, of assigning students to perform community or school service as an alternative to out-of-school and in-school suspensions of one day.

- ◆ Service shall be assigned on a Saturday at the rate of three (3) hours of service per day of out-of-school suspension. Saturday Service may be assigned in lieu of E.S.D.
- ◆ Failure of a student to report or to meaningfully participate in the service requirement will result in the reinstatement of the in/out-of-school suspension plus make-up of the Saturday Service.

- ◆ Service may be assigned for violations of the discipline code related to a) class disruption, b) cutting class, c) damage, theft, vandalism of property, d) disruptive or unsafe devices, e) distribution of unauthorized material, f) ESD violations, g) insubordination, defiance, disrespectful behavior, h) leaving school without permission, i) lunchroom misconduct, j) recreational equipment, k) smoking and possession of tobacco products, l) vulgarity, obscene gestures, pornography, and m) technology.

<i>Standards for Student Behavior Infraction</i>	<i>Frequency of Infraction</i>	<i>Consequence</i>
<b>I. Academic</b>		
A. Cheating, Forgery, Plagiarism	All Violations	Dependent upon the severity of the offense, one of the following will be imposed: 1. Grade Reduction and 1-3 E.S.D. Assignment(s) 2. Grade of Zero and 1-3 E.S.D. Assignment(s) In either case, the original assignment must be redone.
B. Academic Non-Compliance	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Violation(s)	1 T.D. Assignment
	4 <sup>th</sup> Violation	1-3 O.D. Assignment(s)
	5 <sup>th</sup> Violation	Parent/Guardian-Teacher Conference
	Subsequent Violations	1-3 E.S.D. Assignment(s) and Parent/Guardian-Administrative Conference
<b>II. Accountability</b>		
A. Cutting, Removal from, or Leaving Class or Lunch	1 <sup>st</sup> Violation	1-3 O.D. Assignment(s)
	2 <sup>nd</sup> & Subsequent Violations	1-3 E.S.D. Assignment(s)
B. Cutting, Removal from, or Leaving E.S.D.	All Violations	Parent/ Guardian - Administrative Conference, Make-up of E.S.D.(s)
C. Cutting, Removal from, or Leaving Office Detention	All Violations	1 E.S.D. Assignment
D. Cutting, Removal from, or Leaving Teacher or Lunch Detention	All Violations	1 O.D. Assignment
E. Leaving Chariho Middle School	1 <sup>st</sup> Violation	2 E.S.D. Assignments
	2 <sup>nd</sup> Violation	3 E.S.D. Assignments
	3 <sup>rd</sup> & Subsequent Violations	1-3 I.S.S. Assignment(s)
F. Leaving Chariho Campus	1 <sup>st</sup> Violation	3 E.S.D. Assignments
	2 <sup>nd</sup> Violation	1 I.S.S. Assignment
	3 <sup>rd</sup> & Subsequent Violations	2-5 I.S.S. Assignments
G. Tardy to Class, Lunch or Other Assigned Area	1 <sup>st</sup> & 2 <sup>nd</sup> Violations	Warning
	3 <sup>rd</sup> & 4 <sup>th</sup> Violations	1 T.D. (class) or O.D. Assignment
	5 <sup>th</sup> & Subsequent Violations	1 E.S.D. Assignment

H. Tardy to School	1 <sup>st</sup> Violation	Warning
	2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Violations	1 L.D. Assignment
	5 <sup>th</sup> & Subsequent Violations	1 O.D. Assignment
I. Truancy	All Violations	1-3 E.S.D. Assignment(s)
<b>III. Behavior</b>		
A. Bus Behavior Code Infractions (Class III - V)		In addition to consequences imposed under the Bus Behavior Code and dependent upon the severity of the offense, one or more of the following may be imposed: 1-3 O.D.; 1-3 E.S.D.; 1-5 I.S.S.; 3-10 Hrs. of Community Service; Restitution, Police Contact; Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
B. Class Disruption	1 <sup>st</sup> Violation	1 T.D. Assignment
	2 <sup>nd</sup> Violation	1-3 O.D. Assignment(s)
	3 <sup>rd</sup> & Subsequent Violations	1-3 E.S.D. Assignment(s)
C. Damage, Theft, Intrusion, Vandalism of Property	All Violations	Dependent upon the severity of the offense, one or more of the following may be imposed: 1-3 O.D.; 1-3 E.S.D.; 1-5 I.S.S.; 3-10 Hrs. of Community Service; Restitution, Police Contact; Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
D. Possession and/or Use of Disruptive or Potentially Unsafe Devices (e.g., stink bombs, water pistols, air horns, lighters, etc.)	1 <sup>st</sup> Violation	1-3 E.S.D. Assignment(s)
	2 <sup>nd</sup> Violation	1 I.S.S. or 3-10 Hrs. of Community Service
	3 <sup>rd</sup> & Subsequent Violations	2-3 I.S.S. Assignment(s) and 3-10 Hrs. of Community Service
E. Insubordination, Defiance, Disrespectful Behavior	1 <sup>st</sup> Violation	1 T.D. Assignment
	2 <sup>nd</sup> Violation	1-3 O.D. Assignment(s)
	3 <sup>rd</sup> & Subsequent Violations	1-3 I.S.S. Assignment(s) and/or 3 Hrs. of Community Service
F. Lunchroom and Corridor Misconduct	All Violations	1-10 L.D. Assignment(s)
G. Physically or Verbally Aggressive Behavior, which may include Intimidation and Harassment	1 <sup>st</sup> Violation	1-3 O.D. Assignment(s)
	2 <sup>nd</sup> Violation	1-3 E.S.D. Assignment(s)

	3 <sup>rd</sup> & Subsequent Violations	1-5 I.S.S. Assignments and/or 3-10 Hrs. of Community Service, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
H. Vulgarity, Obscene Gestures, Pornography	1 <sup>st</sup> Violation	1 E.S.D. Assignment, Possible Police Contact
	2 <sup>nd</sup> & Subsequent Violations	2-3 E.S.D. Assignments, Possible Police Contact
I. Vulgarity, Obscene Gestures, Pornography Directed at an Individual	All Violations	1-3 I.S.S. Assignment(s), Possible Police Contact
<b>IV. Endangering Behavior</b>		
A. Threatening Behavior (e.g., threats of arson and bombs, threats to individuals)  <i>Please note: Persons making threats involving substantial harm to others will be referred to the school psychologist</i>	All Violations	3-10 O.S.S Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
B. Assault (including date-related assault), Arson, Bomb	All Violations	5-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
C. Fighting (or instigating a fight)	1 <sup>st</sup> Violation	1-3 E.S.D. Assignments or 1-3 O.S.S. Assignment(s), Possible Police Contact
	2 <sup>nd</sup> & Subsequent Violations	3-10 O. S. S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
D. Bullying or Hazing	All Violations	Dependent Upon the Severity of the Offense, Consequences May Include Admonitions and Warnings, T.D., O.D., E.S.D., O.S.S, Loss of Opportunity to Participate in Extracurricular and/or Social Activities, Loss of Opportunity to Participate in Promotional Exercises, Police Contact, Referral to

		Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School.
E. Sexual Harassment	1 <sup>st</sup> Violation	1-3 E.S.D. Assignment(s), Possible Police Contact
	2 <sup>nd</sup> Violation	1-3 O.S.S. Assignment(s), Possible Police Contact
	3 <sup>rd</sup> & Subsequent Violations	3-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
F. Dating Violence (other than assault)/Electronic Dating Violence	All Violations	Dependent Upon the Severity of the Offense, Consequences May Include Admonitions and Warnings, T.D., O.D., E.S.D., O.S.S, Loss of Opportunity to Participate in Extracurricular and/or Social Activities, Loss of Opportunity to Participate in Promotional Exercises, Police Contact, Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School.
G. Possession of Weapons, Bullets, Facsimile or Potentially Unsafe Devices	All Violations	1-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
H. False Alarm and/or False 911	All Violations	1-3 I.S.S. Assignment(s) and/or 3-10 Hrs. of Community Service, Restitution, Possible Police Contact, and Possible Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
I. Video Voyeurism	All Violations	1-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional

		Discipline and Intervention, Which May Include Indefinite Suspension from School
<b>V. Other</b>		
<b>A. Cell Phones/Recreational Equipment</b>	1 <sup>st</sup> Violation	Confiscation; Return at End of Day
	2 <sup>nd</sup> Violation	Confiscation; Parent/ Guardian Pick Up and Request to Review, 1-3 O.D. Assignment(s),
	3 <sup>rd</sup> & Subsequent Violations	Confiscation; Parent/ Guardian Pick Up and Request to Review, 1-3 E.S.D. Assignment(s); No Further Possession in School
<b>B. Dress Code Violations</b>		
	1 <sup>st</sup> Violation	Warning, Parental Contact to Deliver Replacement Clothing
	2 <sup>nd</sup> & Subsequent Violations	1 L. D. Assignment, Parental/ Guardian Contact to Deliver Replacement Clothing
<b>C. Distribution of Unauthorized Material</b>		
	1 <sup>st</sup> Violation	1-3 O.D. Assignment
	2 <sup>nd</sup> Violation	1-3 E.S.D. Assignment(s)
	3 <sup>rd</sup> & Subsequent Violations	1-3 I.S.S. Assignment(s) and/or 3-10 Hrs. of Community Service, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
<b>D. Gambling</b>		
	1 <sup>st</sup> Violation	1-3 O.D. Assignment, Possible Police Contact
	2 <sup>nd</sup> Violation	1-3 E.S.D. Assignment(s), Possible Police Contact
	3 <sup>rd</sup> & Subsequent Violations	1-5 I.S.S. Assignment(s) and/or 3-10 Hrs. of Community Service, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
<b>E. Overt Display of Affection</b>		
	1 <sup>st</sup> Violation	Warning
	2 <sup>nd</sup> Violation	1-3 O.D. Assignment(s)
	3 <sup>rd</sup> & Subsequent Violations	1-3 E.S.D. Assignment
<b>F. Retailing</b>		
	1 <sup>st</sup> Violation	1 O.D. Assignment
	2 <sup>nd</sup> & Subsequent Violations	1-3 E.S.D. Assignment

VI. Substance Abuse		
A. Use/Possession of Tobacco Products Including Electronic and Non-Combustible Smoking Devices	1 <sup>st</sup> Violation	2 E.S.D. Assignments
	2 <sup>nd</sup> Violation	1-3 I.S.S. Assignments, 5-10 Hours of Community Service, Referral to Student Assistance Counselor
B. Possession, Use, and/or Under the Influence of a Controlled Substance, including Unauthorized Prescription Drugs, Drug Derivatives (i.e., edibles), Natural or Synthetic Substances, or Alcohol	All Violations	3-10 O.S.S. Assignments, 10 Hours of Community Service, Referral to Student Assistance Counselor, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
C. Distribution, Solicitation, Sale/Intent of Sale of Controlled Substances, including Unauthorized Prescription Drugs, Drug Derivatives (i.e., edibles), Natural or Synthetic Substances, or Alcohol	All Violations	10 O.S.S. Assignments, 10 Hours of Community Service, Police Contact, Referral to Student Assistance Counselor, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
D. Possession/Distribution or Sale of Paraphernalia	All Violations	3-10 O.S.S. Assignments, 10 Hours of Community Service, Referral to Student Assistance Counselor, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
E. False Presentation	1 <sup>st</sup> Violation	2 O.S.S. Assignments, Police Contact, 10 Hours Community Service, Referral to the Student Assistance Counselor
	2 <sup>nd</sup> & Subsequent Violations	3-10 O.S.S. Assignments, Police Contact, 10 Hours of Community Service, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
All Section VI infractions will result in seizure and destruction of products, unless said products are required as part of a police investigation. Products will not be returned.		



***Any two substance abuse offenses over the course of a student's middle school career will result in police notification; 10 O.S.S. assignments; and referral to the Superintendent and/or School Committee for additional discipline and intervention, which may include indefinite suspension from school.***

VII. Technology		
A. Violations of the Expectations for Care of the Laptop (See 1:1 link at <a href="http://www.chariho.k12.ri.us">www.chariho.k12.ri.us</a> )	1 <sup>st</sup> Violation	1-3 T.D. Assignment (for classroom occurrence) or 1-3 O.D. Assignment (for common area occurrence)
B. Attempting to Access Programs (including games), Directories or Files on the System without Permission	2 <sup>nd</sup> Violation	3-5 O.D. Assignment(s) and 5-10 Day Restricted Use of Device
C. Unauthorized Use of Communication Tools, Including but Not Limited to Email, Chat Rooms, and Texting	3 <sup>rd</sup> and Subsequent Violations	1-3 E.S.D. Assignment and 5-10 Day Suspended Use of Device
D. Unauthorized Use of Printers		
E. Unauthorized Access, Including but Not Limited to Attempted or Successful Logging in with Another Student's, Teacher's, or Administrator's ID	All Violations	1-5 I.S.S. Assignments and/or 3-10 Hrs. of Community Service, Possible Police Contact, Restitution, 5-180 Day Restricted or Suspended Use of Device, Possible Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
F. Engaging in Prohibited Uses as Outlined in the Responsible Use of Technology Policy (See <a href="http://www.chariho.k12.ri.us/policy">www.chariho.k12.ri.us/policy</a> .)		
G. Failure to Monitor Personal Access and to Use Sound Judgment		
H. Accessing or Deleting Data or Programs to Interfere with the Operation of the Network	All Violations	5-10 I.S.S. Assignments and/or 3-10 Hrs. of Community Service, Possible Police Contact, Restitution, 5-180 Day Suspended Use of Device, Possible Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
I. Accessing Data or Programs with the Intent of Modifying or Deleting Confidential Information		
J. Distribution of Malicious Software		
K. Distribution of Copyrighted Materials		
L. Deletion or Substitution of Administrator Account		

**Out-of-School Suspensions in Excess of Ten Days**  
 Any out-of-school suspension in excess of ten days shall involve the implementation of an alternative plan as required by R.I. General Laws 16-21-27. The Superintendent, or his designee, shall develop such plans on an individual case-by-case basis which may include, but not be limited to, placement in an alternative setting, tutoring, counseling, and computer-assisted instruction.

**DEFINITIONS**

Arson	Unlawful and intentional damage, or attempt to damage any public, private, or personal property by fire or incendiary device.
Bullying	See Policy Against Bullying
Cheating, Forgery and Plagiarism	Academic dishonesty in any form is a serious offense in any institution of learning. Students who choose to be academically dishonest cheat not only themselves and their teachers, but also all other students who show

	<p>integrity in their efforts.</p> <p>Plagiarism is the use of and representation of other people’s words and/or ideas, in whole or in part, as one’s own work. This definition applies to words or ideas taken without proper acknowledgement from any published or unpublished source, including books, periodicals, Internet sites, and essays or other works of fellow students. Teachers will inform students at the beginning of a course as to the grading procedures to be applied in their particular courses.</p> <p>Plagiarism may take many forms, including, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Copying word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words, phrases, and/or structure. This also includes non-textual material, including musical and artistic copyrighted compositions as well as theatrical and dance choreography.</li> <li>2. Intentionally paraphrasing ideas from any outside source without proper acknowledgement.</li> <li>3. Submitting in whole, or in part, the work of another student.</li> <li>4. Submitting in whole, or in part, an assignment written for another course by someone else.</li> <li>5. Intentionally allowing one’s essay, assignment, or test answers to be copied by another student.</li> </ol>
Physically Aggressive Behavior	Behavior that is unsafe or results in injury, throwing or pushing objects, or moving in an unsafe manner.
Damage to School Property	Students are issued various materials throughout the year (laptops, textbooks, calculators, etc.) for which they are responsible. In the event that school property is destroyed, defaced or lost, the student will be required to make restitution. Destruction or defacement of school property in any form will result in serious disciplinary action. Should materials become lost during the school year, students are to report this to their teacher and make arrangements to pay for the replacement. Students will be allowed to take exams, but will receive an incomplete until restitution is made. Report cards, transcripts, and diplomas will be withheld until restitution is made.
Dating Violence	The Lindsay Ann Burke Act (16-85) requires the creation of policy that fosters a school environment that is free of dating violence. Dating violence will not be tolerated at Chariho Middle School and shall be immediately reported to a Dean of Students or school administrator; all reports of dating violence will be investigated. Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his or her dating partner. Guidelines apply to events that occur on school premises, on a school bus, at a school stop, or at any school-sponsored event.
Distribution of Unauthorized Material	Any student who willfully and knowingly distributes any petitions, circulars, newspapers and other printed matter; wears any button, badge, or other insignia; or posts on a bulletin board any item in violation of school committee policy may be suspended or indefinitely suspended or otherwise penalized, depending on the severity of the violation, and in accordance with the established disciplinary procedures.

Dress Code	Students are expected to be neatly dressed and groomed. Respect for Chariho, as well as one's self, demands appropriate dress at all times. Safety considerations require prohibition of bare feet, heeled shoes, chains/necklaces that pose potential injury, and sunglasses in buildings; other items may be specified by specialized programs. Bathing suits; hats; hoods; bandanas/headbands; sleepwear, including one-piece pajamas and bottoms; muscle shirts; halter tops; shorts, spandex, and skirts that fall shorter than finger tip length; clothing that exposes the torso while standing or sitting or that which is excessively torn; display of undergarments; or attire that promotes suggestive/profane messages, alcohol, drugs, or violence which lead to the disruption of normal school activities are also prohibited. If dress is disruptive to learning, school authorities will have the prerogative to take corrective action. Inappropriately dressed students will be asked by school personnel to change or cover themselves to conform to these expectations.
Drug Paraphernalia	Any object or device used, intended for use, or designed for use in ingesting, inhaling, injecting, or otherwise introducing controlled or restricted substances into the human body (e.g., hookah pens, vape pens, bong, pipes, roach clips, cocaine spoons, crack vials, tobacco rolling papers) or any object or container used, intended for use, or designed for use in storing, concealing, or distributing controlled substances.
Electronic Dating Violence	Electronic Dating Violence occurs when the offender prohibits the use of a communication device to seek assistance, threatens his/her partner in a text message, uploads or shares humiliating or harassing pictures online or through a cell phone, and/or posts something online to make fun of, threaten, or embarrass.
Fighting	Mutual participation in a fight involving physical violence, where there is no one main offender. Does not include verbal confrontations, tussles or other minor confrontations.
Forgery	Forging or tampering with school documents, such as changing grades or signing notes.
Hazing	A method of initiation into any organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm.
Insubordination, Defiance	Refusing to follow a directive of a teacher, administrator or other staff member.
Lunchroom Behavior	Disciplinary action will be taken when a student violates the lunchroom rules or exhibits disrespectful behavior towards cafeteria workers, lunchroom supervisors or other students while in the cafeteria. All students will: <ol style="list-style-type: none"> <li>1. Remain seated, talk quietly,</li> <li>2. Behave in a courteous manner at all times,</li> <li>3. Clean table area and return tray to its proper place,</li> <li>4. Refrain from taking food/drink from the cafeteria without permission, and</li> <li>5. Refrain from asking other students for money.</li> </ol>
Recreational Equipment	Recreational equipment includes items that are generally unrelated to and unnecessary for the instructional program; items include, but are not limited to, audio equipment, computer games, cards, toys and skateboards. Only when these items are used for the instructional program and authorized by the principal may they be brought to school. Otherwise, if brought to school and/or used inappropriately, items will be confiscated and reviewed, if applicable.
Sexual Harassment	It is the policy of the Chariho Regional School District, as well as state, federal and local law, (including, but not limited to, Title VII of the Civil Rights Act of 1964 As Amended, Title IX of the Education Amendments

	<p>of 1972, Rhode Island General Law 28-5.1, Fair Employment Practices Act, Rhode Island Public Law Title 16-38-1.1, and the Carl Perkins Act) that sexual harassment of a student, present or prospective employee, or visitor shall not be tolerated. Violation of this policy and of the law, if proven, will result in disciplinary action. Any person who believes that he/she has been the recipient of sexual harassment may seek redress through the Chariho Regional School District's Harassment Policy.</p> <p><i>Sexual harassment is defined as:</i> Unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or success as a student;</li> <li>2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or</li> <li>3. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment. Refer to separate school committee policy for specific explanation of considerations and grievance procedures (<a href="http://www.Chariho.k12.ri.us">www.Chariho.k12.ri.us</a>).</li> </ol>
Theft (personal or school property, or from vehicle on school property)	The taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm.
Threat (physical, electronic or verbal)	Placement of another person in fear of bodily harm through verbal threats with or without the mention of a weapon or subjecting the person to actual physical attack.
Tobacco Products	Rhode Island State Law prohibits the use of tobacco products on public school campuses. In order to comply with state law, to provide a safe and healthy learning environment, and to establish a positive role model for good health habits, it is necessary that the Chariho Regional School District use all of its power and authority to insure that tobacco products are not used on any of its campuses, or any other location under the school district's jurisdiction. Students are, at all times, prohibited from the use, possession, purchase, sale, or other transfer of tobacco products. Tobacco products include any product containing and made, or derived from, tobacco or nicotine that is intended for human consumption, including but not limited to cigarettes, cigars, little cigars, pipe tobacco, spitting tobacco, chewing tobacco, dipping tobacco, powdered tobacco, loose tobacco, snus, pouches, pellets, nicotine toothpicks, nicotine orbs, nicotine gel or lotion, or electronic cigarettes, electronic cigars, electronic pipes, or other similar products that rely on vaporization or aerosolization, or bidi cigarettes which can be used for, but whose use is not limited to smoking, sniffing, chewing, vaporizing, inhaling, absorbing, dissolving, or spitting and ingestion by any other means of the product. Tobacco products do not include any product that has been approved by the US Food and Drug Administration for sale as a tobacco cessation product and is being used, marketed and sold solely for the approved purpose. This policy applies to all school and non-school events held on all school property, whether owned, leased, or rented, 24 hours per day, 7 days per week.
Vandalism	The willful and/or malicious destruction, damage or defacement of public, private or personal property without the consent of the owner or the person having custody or control of it. This category includes graffiti.
Video Voyeurism	Video voyeurism occurs when a person uses, installs, or permits the use or installation of an imaging device to capture, record, store, or transmit

	visual images of the intimate areas of another person.
Weapons	The School Committee acknowledges the importance of respect for authority within the schools. The Committee requires that a student's first violation of Endangering Behavior and Weapons sections of the codes involving a staff member will cause an immediate referral to the Committee for disciplinary action which may include indefinite suspension from school. A weapon (or facsimile) includes any item that may be used to cause harm.
<i>A second violation in one school year of the Unlawful Endangering Behavior and/or Weapons section of the code will cause the student to be immediately referred to the School Committee for discipline which may include indefinite suspension. In accordance with SEC 4141 – The Gun Free School Act of the Elementary and Secondary Education Act and RI General Law, 16-21-18 – Relating to a Gun Free School, a one-year suspension will be imposed upon any student who is in possession of a weapon on school grounds. The term of suspension may be shortened by the Superintendent on a case-by-case basis.</i>	

### **GENERAL NOTATIONS**

1. Parents/guardians will be notified of all infractions of the behavior code. All suspensions require parental/guardian contact by letter.
2. Length of suspension invoked by building administrators is limited to a five (5) day maximum, except as specifically noted in this policy. Students will be assigned to an alternative educational setting, most likely in-school suspension, on the 11<sup>th</sup> day of cumulative suspension; nothing in this policy prohibits the assignment to an alternative educational setting prior to the 11<sup>th</sup> day of cumulative suspension. In-school suspension may be held in a single location on the Chariho campus.
3. Consequences may be adjusted, in consultation with the Superintendent (or designee), based upon the severity of the offense.
4. Appeals related to this policy must be filed within 48 hours of parental/guardian notification. Procedures and timelines detailed in the Appeals Policy will be followed.
5. If a student is suspended on a Friday, he/she is precluded from attending or participating in extracurricular or sporting events which occur during that weekend. Students may not attend or participate in extracurricular or sporting events on any day during which a suspension occurs. Suspensions include those which are conducted in school, out-of-school, and in alternative settings.
6. In the event that a student, without the permission of school authorities, does not fulfill the assignment of a disciplinary consequence, the student will lose all privileges including, but not limited to, participation in and attendance at extracurricular activities until the requirement to fulfill the disciplinary consequence is complete.
7. At school-sponsored events, all behavior code provisions are applicable and students are subject to the authority of school personnel.
8. In accord with Section 300.532, a manifestation hearing will be conducted for students with IEPs and 504 Plans to determine if behaviors causing suspensions in excess of ten cumulative days are a manifestation of a student's disability.
9. In accord with 16-19-6, students who persistently violate rules and regulations and who persistently misbehave in school may be referred to Truancy Court. In addition, students with chronic behavior issues may be referred to the Superintendent and/or School Committee for additional discipline.
10. Students who are excessively out of class may be placed on pass restriction at the discretion of the deans and/or administrators.
11. In rare cases, even after multiple attempts to constructively change poor behavior, students continue to negatively impact the learning environment. In these instances, at the discretion of the principal and when positive results are likely to occur, parents/guardians may be required to attend school with their children.
12. Administrators, or their designees, have the authority to discipline students when unlawful acts under Rhode Island law are committed that do not fall within the confines of this discipline code.
13. In any case where restitution or payment is required but not submitted, all possible legal and/or collection remedies will be pursued.

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