Included in this handbook is important information regarding policies and procedures, RI Department of Health requirements and the East Greenwich Public School Student Code of Conduct. Parents and students should review this manual carefully and are required to sign and return the acknowledgement form found at the end of this document.

Visit us at http://www.egsd.net

2016-2017
INTRODUCTION AND SCHOOL PROFILE

Cole MS Handbook for Students/Parents/Faculty
This Handbook was designed by the Cole Middle Staff to familiarize you and your family with Cole Middle School and East Greenwich School Department policies and procedures. If something needs clarification, or if you come across something the handbook does not address, please feel free to call the school at any time.

School Telephone Numbers

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>398-1400</td>
</tr>
<tr>
<td>FAX:</td>
<td>886-3294</td>
</tr>
<tr>
<td>Principal</td>
<td>398-1660</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>398-1333</td>
</tr>
<tr>
<td>Secretaries</td>
<td>398-1212</td>
</tr>
<tr>
<td>Joann Capaldi</td>
<td>398-1213</td>
</tr>
<tr>
<td>Lynn Sarazen</td>
<td>398-1214</td>
</tr>
<tr>
<td>Guidance Counselors</td>
<td>398-1336</td>
</tr>
<tr>
<td>Caroline Bradshaw A-L/6th Grade</td>
<td></td>
</tr>
<tr>
<td>Rosie Metcalf M-Z/7th Grade</td>
<td>398-1435</td>
</tr>
<tr>
<td>School Nurse</td>
<td>398-1354</td>
</tr>
<tr>
<td>School Hours</td>
<td></td>
</tr>
<tr>
<td>Start of Day (Homeroom)</td>
<td>8:00 a.m.</td>
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<tr>
<td>Dismissal</td>
<td>2:25 p.m.</td>
</tr>
<tr>
<td>Drug and Alcohol Coordinator</td>
<td>230-2246</td>
</tr>
<tr>
<td>Social Worker</td>
<td>398-1356</td>
</tr>
<tr>
<td>Psychologist</td>
<td>398-1408</td>
</tr>
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</table>

SCHOOL DEPARTMENT

Website: www.egsd.net

111 Peirce St., East Greenwich, RI 02818

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Schools</td>
<td>398-1200</td>
</tr>
<tr>
<td>Victor Mercurio, Ed.D</td>
<td>398-1282</td>
</tr>
<tr>
<td>Director of Student Services</td>
<td>398-1220</td>
</tr>
<tr>
<td>Bradley Wilson</td>
<td>398-1240</td>
</tr>
<tr>
<td>Director of Administration</td>
<td>398-1241</td>
</tr>
<tr>
<td>Gail Wilcox</td>
<td>398-1242</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>398-1242</td>
</tr>
<tr>
<td>Robert Wilmarth</td>
<td>398-1242</td>
</tr>
<tr>
<td>Director Tech/Systems Analyst</td>
<td></td>
</tr>
<tr>
<td>Victor Babson</td>
<td>398-1242</td>
</tr>
</tbody>
</table>

School Committee Members

Ms. Carolyn Mark, Chair
Mrs. Mary Ellen Winters, VC
Mr. Matthew Plain
Dr. Yan Sun
Mr. Stuart Peterson
Mr. Michael Fain
Mr. David Osborne
HISTORY OF ARCHIE R. COLE MIDDLE SCHOOL

The school at 100 Cedar Avenue opened in 1956 as the East Greenwich High School. In 1967, a new high school was built and this school became the East Greenwich Junior High School. In 1981, the Junior High was dedicated to Archie R. Cole, who served for twenty-six years as teacher, principal and superintendent for the East Greenwich Public Schools. The new Archie R. Cole Middle School opened on April 25, 2011.

In 1989, under the leadership of principal, Joseph A. Militello, Archie R. Cole Jr. High School was recognized by the United States Department of Education for educational excellence based on its effectiveness in meeting goals and the high quality programs and activities that were offered to both students and staff. In 1993, Cole was again recognized by the US Department of Education as a National Drug-free School. In September of 2004, Cole Junior High School re-opened as Archie R. Cole Middle School and was recognized as a NCLB Blue Ribbon School by the United States Department of Education.

Joseph Militello retired as principal of Archie R. Cole Middle School in 2007 after twenty-eight years of service to East Greenwich students. He was principal of Cole from 1979 – 2007. In 1995, he was awarded the Milken Foundation’s National Educator Award. In 2007, he served as President of the National Association of Secondary School Principals. Michael T. Zajac assumed the principalship in September, 2007 after Mr. Militello’s retirement. Mr. Zajac served as Assistant Principal at Cole beginning in 2002 prior to becoming principal.

Alexis Meyer was a student at the junior high school. She began her career at Cole as a paraprofessional in 1992. In 1996, Mrs. Meyer became a social studies teacher at Cole Middle School before becoming the Assistant Principal in 2007. Mrs. Meyer was appointed principal of Cole Middle School in September, 2009 leading the transition of a new building that now includes 6th, 7th and 8th grade students. Mr. Vincent Varrecchione was appointed Cole Middle School Assistant Principal in 2009 after serving as the District Athletic Director for four years. Mr. Daniel Seger was appointed Cole Middle School Assistant Principal in 2012 after serving as an 8th grade social studies teacher at Cole. Recently, Mrs. Meyer was granted a leave of absence to serve as a Leadership Fellow with the Rhode Island Department of Education. Mr. Seger was appointed Acting Principal for the 2016-2017 school year in her absence. Dr. Michaela Keegan was hired to serve as Cole’s Assistant Principal.

DEPARTMENT CHAIRPERSONS 6 - 12

<table>
<thead>
<tr>
<th>Mrs. Kristen Pontarelli</th>
<th>World Languages</th>
<th>398-1521</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Mary Ellen Flanagan</td>
<td>Special Education</td>
<td>398-1327</td>
</tr>
<tr>
<td>Mrs. Karen Izzo</td>
<td>English</td>
<td>398-1550</td>
</tr>
<tr>
<td>Mrs. Patricia Dulac</td>
<td>Mathematics</td>
<td>398-1538</td>
</tr>
<tr>
<td>Mrs. Lyn Hostetler</td>
<td>Guidance</td>
<td>398-1549</td>
</tr>
<tr>
<td>Mr. Nicholas Rath</td>
<td>Science</td>
<td>398-1581</td>
</tr>
<tr>
<td>Mr. Chris Cobain</td>
<td>Athletic Director</td>
<td>398-1562</td>
</tr>
<tr>
<td>Mr. Timothy McPartlin</td>
<td>Social Studies</td>
<td>398-1580</td>
</tr>
<tr>
<td>Mr. Robert Downey</td>
<td>Physical/Health Education</td>
<td>398-1534</td>
</tr>
</tbody>
</table>
**Staff List 2016-2017**

**Principal**
Daniel Seger

**Assistant Principal**
Michaela Keegan

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**6th Grade**
**Lightning**
Lisa Reed – Social Studies
Molly Tierney – English
Caitlin Wotherspoon* – Math
Adam Scott – Science
Jillian Meyer - Resource

**Avalanche**
Bethany Friel – Social Studies
Ashley Humbyrd *– English
Melissa Brightman – Math
Maria Portugali– Science
JoAnne Leach – Resource

**7th Grade**
**North Star**
Lara Aulenbach - Social Studies
Kelley Boisse* – English
Cheri Pierce – Math
Kelly Grennan Smith – Science
Brian Eagan – Resource

**Cyclone**
Jody Mangiaratti – Social Studies
Paige MacKenzie* – English
Donna Milletto – Math
Ramona McGillivray – Science
Grace Vinbury – Resource

**8th Grade**
**Eclipse**
Kelli O’Neill* - Social Studies
Chelsea Ratigan – English
Melissa Constant – Math
Sarah Sewatsky – Science
Shannon Fox – Resource

**Riptide**
JoAnn Mallozzi – Social Studies
Stephanie Zannella – English
Julie DeMello – Math
Allison Correia* – Science
Jenn Murgo – Resource

**Art**
Lisa Offiler
Nina Reiner

**Music**
Bruce Whitehouse
Megan Catelli
Brandon Levesque
Jennifer Armstrong

**Technology**
Steve Garneau
Chris Pilling

**Career & Life Skills**
Ellise Wolff

**World Languages**
Monica Cardi
Katie Cohen
Randi DeFusco
Kathleen Hook*

**PE/Health**
Peter Dion
Debra McMullen
Jacob Keeling

**Librarian**
Phyllis Humphrey

**Guidance**
Caroline Bradshaw
Rosie Metcalf

**Nurse**
Erin Plucinski

**Psychologist**
Michele Pelletier

**Computer**
Anthony Burnett-Testa

**Reading**
Judy Greenberg

---

**Special Education**
Jody Fallon
Lori Patnaude
Amy Still

**SRO Officer**
Officer Bert Montalban

**Secretaries**
Elaine Balkcom
Joann Capaldi
Lynn Sarazen

**Custodians**
John Daylor
David Isibel
John Harvey
Paul Arvidson

**Social Worker**
Nina Mackta

*Team Leader
Archie R. Cole Middle School Teaming Statement

Effective teams collaborate regularly to deliver differentiated, integrated instruction, for middle level learners in a supportive, student-centered environment. Effective teams foster positive relationships with families and the school community to successfully support student’s academic, social, and emotional needs.
School Absences & Tardies

Instructional time is a limited, valuable resource. Successfully learning new skills and subject matter is, in many instances, dependent upon participating in a sequence of collaborative and independent instructional activities. When absent or tardy, this sequence is interrupted for students; consequently, the overall learning process is adversely impacted. Please make every effort to have students present and on-time every day, as is required by RI General Law 16-19-1.

Parent Expectations
Schools are required by the Rhode Island Department of Education to report accurate daily attendance. All absences are recorded as unexcused until a parent contacts the office and reports the reason for the absence. Please call 398-1400 to report your child’s absence by 8:30 a.m. An automated call will be made at 9:15 a.m. for all unreported/unexcused absences. If you receive an attendance call, please contact the office to provide the reason for the absence. Students absent for 3 or more consecutive days due to illness should provide medical documentation for the absences.

Student Expectations
Whenever absent, students are expected to monitor their team website for information about missed homework & classwork. Whenever possible, students should complete these assignments while absent.

Make-Up Work Due to Absence from School
- One-day absence: Work can be made up when the student returns to school or, if possible, can be completed at home. Monitor the team website for missed homework and class assignments.
- Two or more days: Please contact the office staff by 9:00 a.m. on the second day (or beyond) to request work that cannot be accessed via the team website. As needed, arrangements can be made to pick up hard copies of materials in the office after 3:00 p.m.
- Extended Absence: Students are expected to make arrangements with their teachers to make up missed/outstanding work upon return from an extended absence.

Tardies
- Students are expected to be in their homeroom by the 8:00 a.m. bell. Students not in homeroom by that time will be marked as tardy.
- Students are allowed 5 emergency tardies per semester.
- Building consequences will be issued if a student accumulates 6 or more tardies in a semester. Consequences include Lunch Detention/s and/or after-school Building Detention/s.
- Coming in more than an hour late or being dismissed one hour before the end of the school day will exclude a student from taking part in any after school or evening activities (p. 19).

Home/School Communication/Social Media
EG Public Schools Website:  www.egsd.net
Cole Twitter Account:  twitter.com/ColemiddleEG
Instagram:  colemiddleeg

Remind
Remind is a one-way text messaging and email system. To receive text messages, text @colems to (401) 352-5794. You can opt-out of messages at anytime by replying, 'unsubscribe @colems'. To receive messages via email, send an email to colems@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

Cole-L
An electronic mailing list to facilitate communication between school and home is available. Cole-L is an announcement list that utilizes your email address to keep you up-to-date with school information. You can sign up to receive Cole-L emails on this page: http://www.egsd.net/forms.cfm?myForm=19893
Blackboard/Robocalls
An automated phone messaging system to keep parents informed of weather-related cancellations and dismissals.

Open House
Open House is held in the fall. Parents are given an opportunity to meet their child’s teachers and visit their classrooms.

Parent Teacher Group (PTG)
The Cole Middle School Parent-Teacher Group's objective is to promote and maintain effective communication and cooperation among parents of students who attend Cole Middle School, its faculty, and administrators. The PTG undertakes projects that benefit Cole Middle School and its students. Membership in the PTG is open to all parents or guardians of students enrolled at Cole, faculty members, and school administrators. Meetings are held on the second Wednesday of each month. Meeting dates are posted on the website.

District Organizations/Services

Citizens Who Care (CWC)
The East Greenwich Citizens Who Care is a non-profit organization that was formed in the spring of 1983. Their goal is to build a strong network of parents and citizens to develop resources to promote healthy choices for adolescents in East Greenwich.

Cultural Organization of the Arts (COA)
The Cultural Organization of the Arts (COA) serves to bring quality cultural arts programs to all students in the East Greenwich Public Schools. Through coordinating efforts of parent-teacher groups, school personnel, and interested community members, a centralized financing approach allows for block booking of performances. Lisa Sussman -COA Director at 884-5291

School Services

Cafetorium
A healthy lunch is available at school each day prepared by Aramark Food Service. Learning to eat a variety of food and acquiring good nutritional food habits are important phases of the health education program and is promoted by the EG Health & Wellness Committee. Students may purchase a lunch, as well as other food items and beverages.

Guidance Counselors
The Guidance program at Cole Middle School is based upon the belief that each student is a unique individual, possessing particular interests, abilities, and potentials. The guidance counselors work with students helping them to know and understand themselves so that they can make appropriate choices. Counseling services are available to all students. Parents or students may request an appointment with their counselor at any time to discuss concerns that may arise.

Library Media Center
The Cole Library Media Center provides Internet access via myriad devices, a collection of 13,000 books and subscriptions to 20 magazines. We also provide 24/7 access to database subscriptions such as ASKRI.org and World Book Online. The library card catalog is online at www.ricat.net. From this website, students can look up library materials as well as renew, reserve, and review books from home with their school usernames and passwords.

Students may also borrow books from other school libraries in the state through our shared catalog system available at www.ricat.net.

The library is open every day during regular school hours. Students may use the library at any time during the school day with permission from their teacher or during lunch periods. All students are given an orientation in September to library services and procedures.
Medical Requirements/ Regulations/ Procedures
Rhode Island Department of Health Immunization and Physical Exam Requirements
Each student, upon initial entry to school, shall furnish physician documentation that he/she has met all required immunization and physical examination requirements as set forth in the Rules and Regulations Pertaining to Immunization and Testing for Communicable Diseases (R23-11 – IMM). Incoming seventh grade students and all students who enroll during the summer months are required to provide physician verification of immunizations and current physical examination report. Students will not be permitted to attend school on or after October 1st if their records are not in compliance with State regulations.

Health Procedures and Screening
The school nurse is responsible for maintaining health records on each student. Please contact the nurse at any time during the school year to communicate changes in a student’s health status and/or to update immunization information. In addition to staffing the health clinic, the nurse conducts seventh grade vision screening, coordinates seventh grade dental screening, and conducts annual scoliosis screening on all students. At the beginning of each school year, an emergency form is sent home to be completed by the student’s parent or guardian.

Medication Administration
The Rhode Island Department of Health and Education Regulations permits the school nurse to administer prescription and non-prescription medications to students. A student's parent is also permitted to dispense medication to their child during the school day. During off-site school-sponsored activities (i.e. filed trips), the student may self-administer his/her medication with adult supervision. Before any medication is dispensed, required paperwork must be filed, and communication with the school nurse is advisable. A physician's written order and parental medication authorization form must be completed for administration of prescription medication. Prior to administration of non-prescription medication, a parental medication authorization form must be filed. All medication must be enclosed in the appropriate container. All medication (prescription & non-prescription) must be enclosed in the original prescription-labeled pharmacy container. Parents may choose to provide the school with an individual supply of over-the-counter medication for their child. The school nurse has a limited supply of school-stocked medication (Ibuprofen and Acetaminophen). This school-stocked medication can initially be dispensed to the student by the school nurse after verbal permission from the parent has been obtained. All subsequent administration of school-stocked medication will require return of the parental medication authorization form. Non-prescription medication cannot be self-administered in school. Note: All medication forms must be renewed annually (each school year). School-stocked medications will not be available during off-site school-sponsored field trips. Following the filing of required paperwork including physician’s and parent's authorization, a student may self-carry and self-administer their medically prescribed inhalers. Students are prohibited from sharing, transferring, or in any way diverting his/her medication(s) to any other person.

If a Student Becomes Ill at School
Any student who is ill or injured in school should immediately report to the classroom teacher. The student will receive a hall pass authorizing him/her to visit the Health Office. Students should not be contacting their parents directly. The school nurse (or, in the nurse’s absence, the Front Office) must clear all students for dismissal. Parents or parent designees who respond to remove the student from school must enter their signature in the Dismissal Book located on the counter outside the front office.

Academics

Cole Time
The schedule includes six periods each day. In addition to regularly scheduled classes, there is a twenty-five (25) minute block designated as Cole Time, which is comprised of instructional minutes used for remediation and/or extended learning opportunities.

Report Cards and Mid-Quarters
Each student will receive a report card four times during the school year and will be graded on proficiency towards standards. Mid-quarter reports will be available on Aspen. The final report card for the school year will be mailed home.
Marking System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>93-98</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
</tr>
<tr>
<td>B</td>
<td>83-87</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
</tr>
<tr>
<td>D</td>
<td>63-67</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Cole Scholars

All core and elective courses are used to compute Cole Scholar status. Students must have a B+ average with no grade lower than a B.

The following quality point values are used to determine Cole Scholars:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Point</th>
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<tbody>
<tr>
<td>A+</td>
<td>5.0</td>
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<tr>
<td>A</td>
<td>4.6</td>
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<tr>
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<td>4.3</td>
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<tr>
<td>B+</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.6</td>
</tr>
<tr>
<td>B-</td>
<td>3.3</td>
</tr>
<tr>
<td>C+</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
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<td>C-</td>
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<tr>
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<tr>
<td>D-</td>
<td>1.3</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Learner Qualities on Report Cards

*Engages in learning activities: exceeds expectations
*Engages in learning activities: meets expectations
*Engages in learning activities: growth needed
*Collaborates with others: exceeds expectations
*Collaborates with others: meets expectations
*Collaborates with others: growth needed
*Demonstrates effort: exceeds expectations
*Demonstrates effort: meets expectations
*Demonstrates effort: growth needed
*Prepared & ready to learn: exceeds expectations
*Prepared & ready to learn: meets expectations
*Prepared & ready to learn: growth needed
*Respectful of learning environment: exceeds expectations
*Respectful of learning environment: meets expectations
*Respectful of learning environment: growth needed
*Homework completed to expectations
*Completes homework: growth needed
*Showing growth as a learner
*Is kind to others
*Work is missing
*Needs to complete missing work
*Needs to utilize team website and check agenda daily
*Needs to prepare for assessments
*Needs to attend extra help
*Needs growth in organizing time, task, & materials
*Needs to listen/speak at expected times
*Needs to utilize teacher feedback
*Needs to attend class: absences/tardies are affecting progress

National Junior Honor Society

Membership in the National Junior Honor Society is based upon excellence in five areas: scholarship, leadership, service, citizenship and character. To be eligible for consideration for membership, students must have an overall A- (4.5) average (scholarship). Seventh and eighth grade students who maintain that academic standing after the second marking period are invited to submit a packet of materials for review. This packet allows students to identify activities, awards, honors, and experiences demonstrating excellence in, and commitment to, the areas of leadership, service, citizenship and character. A committee of faculty members reviews student packets. Applicants with incomplete packets will be denied consideration.

President’s Education Award

Eighth grade students must have an A- cumulative average with no grade lower than a B and proficient status on the mathematics and ELA/Literacy PARCC Assessments to be designated a Cole Scholar.

Requirements for Promotion

Promotion is based on the successful completion of all core subjects and demonstration of the skills necessary to advance to the next grade level. Failure to meet the standards will require one of the following:
(1) Repetition of the entire grade  
(2) Satisfactory completion of summer school  
(3) Completion of a tutoring program and a passing grade on a qualifying examination with both requiring approval by the principal.

**State Assessments**
All students will be participating in the PARCC (Partnership for Assessment of Readiness for College and Careers) Mathematics & ELA/Literacy assessments in the 2015-2016 school year. 8th Grade students will also continue to participate in the NECAP (New England Common Assessment Program) Science assessment. 
A copy of the test assessment results is mailed to parents. Parents interested in test interpretation may contact the Guidance Department for a conference.

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### Archie R. Cole
**Report Card Comments & Criteria**
2016-2017

We value when each learner at Cole Middle School:
- engages in learning activities
- collaborates with others
- demonstrates effort
- is prepared and ready to learn
- is respectful of the learning environment

<table>
<thead>
<tr>
<th><strong>Engages in learning activities:</strong></th>
<th>In addition, the learner:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>exceeds expectations</strong></td>
<td>• takes on a leadership role in activities</td>
</tr>
<tr>
<td></td>
<td>• seeks additional learning opportunities (ex. poses questions)</td>
</tr>
<tr>
<td></td>
<td>• demonstrates a genuine interest in learning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Engages in learning activities:</strong></th>
<th>The learner:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>meets expectations</strong></td>
<td>• focuses on tasks &amp; uses time appropriately</td>
</tr>
<tr>
<td></td>
<td>• participates in learning in an active manner</td>
</tr>
<tr>
<td></td>
<td>• is self-directed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Collaborates with others:</strong></th>
<th>In addition, the learner:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>exceeds expectations</strong></td>
<td>• builds on others’ contributions</td>
</tr>
<tr>
<td></td>
<td>• encourages others to participate</td>
</tr>
<tr>
<td></td>
<td>• is open-minded with regard to the perspectives &amp; opinions of others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Collaborates with others:</strong></th>
<th>The learner:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>meets expectations</strong></td>
<td>• respects the opinions of others</td>
</tr>
<tr>
<td></td>
<td>• is willing and able to work with any other student</td>
</tr>
<tr>
<td></td>
<td>• speaks &amp; listens at appropriate times during group discussions &amp; classroom activities</td>
</tr>
<tr>
<td></td>
<td>• contributes to group activities in a meaningful way</td>
</tr>
</tbody>
</table>
| **Demonstrates effort:**
<table>
<thead>
<tr>
<th><strong>exceeds expectations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition, the learner:</td>
</tr>
<tr>
<td>• perseveres through challenging tasks or situations</td>
</tr>
<tr>
<td>• initiates opportunities for academic growth</td>
</tr>
</tbody>
</table>

| **Demonstrates effort:**
<table>
<thead>
<tr>
<th><strong>meets expectations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The learner:</td>
</tr>
<tr>
<td>• undertakes all tasks</td>
</tr>
<tr>
<td>• poses clarifying questions when necessary</td>
</tr>
<tr>
<td>• utilizes online/classroom resources to problem solve, when necessary</td>
</tr>
</tbody>
</table>

| **Prepared & ready to learn:**
<table>
<thead>
<tr>
<th><strong>exceeds expectations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition, the learner:</td>
</tr>
<tr>
<td>• assists others with classroom routines</td>
</tr>
<tr>
<td>• is in the classroom by expected times</td>
</tr>
<tr>
<td>• transitions to new activities seamlessly</td>
</tr>
</tbody>
</table>

| **Prepared & ready to learn:**
<table>
<thead>
<tr>
<th><strong>meets expectations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The learner:</td>
</tr>
<tr>
<td>• comes to class with needed work &amp; materials</td>
</tr>
<tr>
<td>• is in the classroom at expected times</td>
</tr>
<tr>
<td>• performs classroom routines</td>
</tr>
</tbody>
</table>

| **Respectful of the learning environment:**
<table>
<thead>
<tr>
<th><strong>exceeds expectations</strong></th>
</tr>
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<tbody>
<tr>
<td>In addition, the learner:</td>
</tr>
<tr>
<td>• serves as a role model for others</td>
</tr>
<tr>
<td>• enhances the learning environment through words and actions</td>
</tr>
</tbody>
</table>

| **Respectful of the learning environment:**
<table>
<thead>
<tr>
<th><strong>meets expectations</strong></th>
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</thead>
<tbody>
<tr>
<td>The learner:</td>
</tr>
<tr>
<td>• uses classroom materials in an expected manner</td>
</tr>
<tr>
<td>• listens and speaks at appropriate times with expected language &amp; tone</td>
</tr>
<tr>
<td>• keeps hands/feet/body to self</td>
</tr>
</tbody>
</table>

**PBIS (Positive Behavioral Intervention and Supports)**
Cole Middle School is a PBIS School. In a PBIS school emphasis is on school-wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive school environment.
## School-Based Policy and Procedures

**Cell Phones**

Students are not permitted to carry a cell phone during the school day. Phones should be off and left in the students’ lockers. There is a telephone available in the office for student use. Any student using a cell phone during school will have it confiscated.

- **1st Offense:** Confiscation/Return at the end of the school day
- **2nd Offense:** Confiscation/Return to parent
- **3rd Offense:** Confiscation/Return to parent and detention.
**Bicycles, Skateboards, Rollerblade Rules**
All students must wear approved bicycle helmets as outlined in the Rhode Island General Laws. Bicycle racks are provided outside the school. Bicycles must be left in the racks for the entire school day. It is the student’s responsibility to see that the bicycle is locked at all times. The use of in-line skates and skateboards is **not** permitted on school grounds.

**Building Detention**
Building detention will be held after school from 2:30 - 3:30 p.m. Detention is used for violations of school rules, including tardiness and not meeting Cole’s **Student Behavior Expectations**.
*24-hour notice is provided for parents and a parent signature is required.

**Dress Code (District-wide)**
It is expected that all students will dress in a manner consistent with good health practices, safety regulations, and in a manner that will not distract from the learning process. Students who fail to meet this standard, or whose form of dress, in the administration’s opinion, interferes with the educational will be required to make appropriate changes.

**Early Dismissal**
Written notification from parent or guardian should be brought to the office before school on the day of the dismissal. Parents must sign students out of the building at the time of dismissal.

**FERPA**
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. See tinyurl.com/y8stkbw for more information.

**School Property**
It is the policy of the East Greenwich School Committee that all lockers, desks, lab areas, and other common spaces are property of the East Greenwich School System. As such, they are liable to be searched and inspected at any time without warning. Such inspections, searches, or subsequent confiscation shall be conducted as the discretion of the administration.

**Lost and Found**
The **Lost and Found** section in the office is the first place to look for misplaced items. They are kept there for a lengthy period and are then donated to a charity. Label clothing, especially outerwear and clothes for Phys. Ed., so items can be easily identified and returned to students.

**Photo Waiver**
Throughout the school year, photo opportunities occur both in the classroom and during special events. These activities may include, but are not limited to, annual school picture, yearbook and yearbook candids, class pictures, productions or activities covered by media, and individual or group honors and awards. At such times student identification is often requested. Should you not want your child identified by photo, video, and/or name, complete and submit the Photo Waiver Form (available on the website). This waiver will not take effect until your written request is received by your child’s school. (See Parent Resources at www.egsd.net)

**School Cancellations Due to Weather**
Notices of school cancellation and/or delays will be distributed via Connect5, www.egsd.net, the Cole-L, Remind, and/or Cole’s Twitter page.

**Textbooks and Supplies**
The materials and textbooks that are loaned to the students by the East Greenwich School Department are without charge. Teachers distribute necessary textbooks during the first few days of school. At the end of the school year all textbooks must be returned to the teachers. Students should write their names and homeroom numbers inside the front cover of all books.
Students are expected to cover textbooks and to replace the book cover if it becomes worn or damaged. If a textbook or library book is misused, lost, or sustains unreasonable wear and tear, the student will be
required to compensate the school based upon the following schedule:

- A New Textbook/Book.................100% of cost price
- 2 - 3 years old...............................80% of cost price
- 4 - 6 years old...............................60% of cost price
- 7 - 10 years old.............................25% of cost price

Property and Equipment
School property, the equipment and materials that are used by students in the course of their work, including textbooks, library books, and any other items considered to be the property of the East Greenwich School Department and are to be kept in good condition. It is expected that they will not be marked, defaced, or damaged. The same is true of the school building and its furniture. Any defacement or destruction of school property will result in appropriate consequences.

Transportation
Bus service is provided to and from school for students who live 2 miles or more from the middle school. Prior to the opening of school, a bus schedule will be published on the district website. Individual questions should be directed to Ocean State Transit at 884-1552. Transportation for those students remaining after school is the responsibility of the student or parent, however, there is a late bus that leaves the middle school at approximately 4:00 p.m. for those students who have permission from a teacher, coach, or advisor.

Varsity Sports

EG Public School Athletic Program Requirements
All 6th, 7th and 8th grade students are eligible to try out for a varsity sport. Students must provide physician verification of a physical exam conducted within twelve months preceding the tryout date. A student will NOT be permitted to participate in varsity sports tryouts if the required medical forms have not been submitted to the school nurse for review. They also need an Insurance Waiver and a notarized “Assumption of Risk Form” on file.

Interscholastic sports are competitions against other schools. Interscholastic sports are governed by RIPCOA (ripcoa.com) regulations. These regulations require a sports participation physical and health insurance. The physical exam must be done yearly and a most recent physical must be handed in. If a physical expires in the middle of a sport season, it is the responsibility of the parent/guardian and or student to send the new up-to-date physical to the school/nurse’s office. If your child’s physical expires close to the date of try-outs you may obtain a note from your physician stating the he/she is in good health and able to participate in sports until their next appointment which will be on (date). If the student does not have health insurance, school health insurance may be purchased. Forms will be available in the front office.

- Varsity Co-ed Cross-Country
- Varsity Boys Soccer
- Varsity Girls Soccer
- Varsity Boys Basketball
- Varsity Unified Basketball
- Varsity Girls Basketball
- Cheerleading
- Varsity Boys Baseball
- Varsity Girls Softball

Participation Standard
Students are required to maintain a 2.3 (C-) overall average with no failing grades to be eligible to participate in athletics and extracurricular activities.

Intramural Sports

Boys and Girls Intramural Sports
All 6th, 7th and 8th graders are eligible to participate. Sign-ups are held prior to the beginning of each season. Games are played throughout the week. Intramural sports include: Flag Football, Basketball, Field Hockey, Floor Hockey, Ultimate Frisbee, and Volleyball. Also, there is Club Tennis and Girls’ Lacrosse.
The administration to implement the code of discipline using all available facts, good judgment, common sense, and the general good of the individual student and school as a whole.

This policy applies to all school-related activities, extra-curricular and co-curricular and athletic competitions, including but not limited to dances, school trips, athletic/academic competitions regardless if they are on or off campus. In the following cases, if a student, regardless of age, does not accept his/her responsibilities in the educational setting, he/she will have rescinded some of his/her rights and must expect the penalties listed below. The entire record of repeat offenders will be reviewed when determining disciplinary action. The principal retains the privilege and the right to issue penalties for infractions not stated here as well as to alter the penalties stated below. It should be noted that it is impossible to list all infractions.

**Note: Parents will be notified and involved in all disciplinary infractions resulting in suspension, expulsion, or police involvement. This Code of Conduct is based upon and cites references of the approved School Committee policies.**

SPECIAL EDUCATION EXCEPTION No child specified as disabled by the Regulation of the State of Rhode Island shall be excluded, suspended, or withdrawn from any school based education program for reasons deriving only from the student’s disability. The sole exception to this regulation shall be whenever the Superintendent of Schools, upon substantial evidence, determines that the child will be an immediate danger to self or others. A child so excluded shall be afforded home tutoring and counseling therapy as determined by an evaluation team in an effort to determine a reassignment to a program which can better meet the specific needs of the student. A complete record of each such exclusion, including the recommendation of the Superintendent of Schools, shall be filed with the Commissioner of Education within thirty days of each such exclusion. Disabled students excluded for disciplinary reasons must be accorded all the safeguards provided in the Regents Regulations for Governing Exclusions of Students from School.

CONSEQUENCES FOR VIOLATION OF BEHAVIOR CODE Life at East Greenwich Public Schools is guided by the principles of mutual respect and responsibility between and among the adults and young adults who comprise our school community. We expect students to demonstrate self-discipline in managing their behavior. We realize, however, that at times individual students choose not to exercise self-control and consequently do not meet their responsibilities as school citizens. At such times, we must assist the student in establishing self-control through a combination of efforts. We need to gather our resources around that student; teachers, guidance counselors, and parents must be called together to help the student seek a solution to the problem.

BUILDING ADMINISTRATOR/DESIGNEE PLANNING CONFERENCE When a student is excluded from all or part of class(es) or school activity(ies), the student must report to the building administrator for a planning conference. One or more of the following courses of action may be pursued:
**HALL RESTRICTION** Hallway restriction may be used when a student’s education performance is hindered by his/her inability to use unsupervised time appropriately. The student will not be allowed out of any class at any point during the day, only during passing time.

**LUNCH RESTRICTION** Lunch restriction may be used when a student throws food, fails to clean up after himself/herself, or in any other way disrupts the cafeteria. The student will be assigned to the office or a classroom during the lunch period.

**DETENTION** Detention is served at a time designated by teacher and/or administrator. Students must report with study materials and remain quiet. Students who fail to report to detention, arrive late, or are uncooperative with the detention supervisor, will receive additional consequence. Students and/or parent as appropriate will be given a **one day notice** of all detentions; however the student may select to serve the detention on the day of the offense if appropriate arrangements can be made by the student, teacher or building administrator. Detentions will not be rescheduled to accommodate extracurricular activities.

**SOCIAL SUSPENSION** Social suspension is exclusion from all extra-curricular activities. This includes, but is not limited to, such activities as dances, sports, proms, banquets, recognition ceremonies, school sponsored trips, and end of the year exercises such as Ivy Day and Graduation.

**IN-SCHOOL RESTRICTION (ISR)** In some cases, in-school restriction may be used as an alternative to out-of-school suspension. It is the temporary isolation of a student from classes while under proper supervision. The student will be expected to report to school on time during homeroom, prepared to do schoolwork which will be assigned by the teachers. The student will be required to complete a packet which addresses the nature of the infraction which resulted in the ISR. Failure to report, inappropriate behavior, lack of cooperation with the ISR supervisor, or failure to complete an assigned packet, will result in out-of-school suspension for the remainder of the day and, under serious circumstances, the following day as well. Students requiring special education services will be afforded those services while serving in school restriction in accordance with state and federal regulations.

**COMMUNITY SERVICE** In some cases, students may be given an opportunity to perform community service in lieu of an out-of-school suspension. A list of agencies will be provided and it is the responsibility of the student to arrange the work schedule and complete the service in the allotted time. Failure to complete the community service by the assigned deadline will result in out-of-school suspension.

**SUSPENSION Definition:** The temporary exclusion of a student from physical presence on the school property and from school related activities on or off school campus. All suspensions will be the responsibility of the principal and his/her designee in conformance with federal and state law, including due process requirements. (see due process procedures Below) All out of school suspensions are OSS. Principals, Assistant Principals, and the Superintendent are authorized to suspend for ten (10) days or less. Principals and Assistant Principals must seek authorization from Superintendent to suspend more than five cumulative days annually. Suspension of more than ten (10) days is effective only after School Committee action is taken upon recommendation of the Superintendent. No suspended student may return to school unless his/her parent or guardian meets with the Administration. Students who are suspended from school will not be able to attend or participate in extracurricular activities during the period of suspension. Suspended students must remain off school property at any district school or off campus school related activity for the duration of the suspension and until the reinstatement meeting with the parent. Suspended students who violate this rule will be considered to be trespassing and the police will be notified. Offenses which threaten the safety of the East Greenwich school community or violate the spirit of positive participation in student life may carry up to a thirty (30) day extracurricular suspension. The administration may assign extracurricular suspension in the event of infractions including but not limited to:

- Assault and/or fighting
- Substance abuse
- Any act which compromises the reputation of the school community
- Vandalism
- Insubordination
- Possession of weapons
- Theft
- Academic Dishonesty
- Disruption of school
- False fire alarms/Bomb threats
- Tampered smoke detectors
- Continual disregard for school rules
- Bullying, Harassment and Intimidation
SUSPENSIONS OF TEN DAYS OR LESS DUE PROCESS
A. That the student be given oral or written notice of the charges against him/her.
B. That if the student denies the charges, the student be given an explanation of the evidence the authorities possess.
C. That the student be given the opportunity to present his/her version.
D. That notice and hearing generally should precede the student’s removal from school since the hearing may almost immediately follow the incident; but, if prior notice and hearing are not feasible, as wherein the student’s presence endangers persons or property or threatens disruption of the academic process thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as possible.
E. That notice containing the reason for suspension and the duration thereof be given to the parent or guardian; such notice shall be given in the person’s spoken language, unless it is clearly not feasible to do so.

SUSPENSION OF TEN DAYS OR MORE/EXPULSION DUE PROCESS
A. The necessary notice and hearing shall be afforded the student prior to suspension or expulsion, except for such time as not feasible wherein the student’s presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school. The necessary notice or hearing shall follow as soon as possible. The student shall be afforded:
   1. A clear, written statement of the reason for suspension or expulsion; and
   2. Notice of the right to prompt public or private hearing, at the student’s election, and the right to be represented by legal counsel or attorney at such hearing; and
   3. If the hearing is requested, a prompt notice setting the time and place of such hearing, said time and place to be reasonable so as to allow sufficient time for preparation.
B. The parent or guardian shall be afforded sufficient procedures stated in sections A 1, 2, and 3 above. Such notice shall be written in the parent’s spoken language, unless it is clearly not feasible to do so.
C. The student shall be afforded a hearing at which time the student shall have the right to representation by counsel, and the right to cross examine witnesses and to present witnesses in his/her behalf.
D. There shall be complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record shall be preserved.
E. The student shall be furnished a copy of the record without cost.
F. A written decision shall be rendered within a reasonable time, based exclusively on record detailing with the facts presented.
G. The student shall promptly be provided a copy of said decision.
H. A copy of the decision shall be preserved.

ATTENDANCE AND ABSENCES
If your child will be absent from school, please call the school office. You may call before school opens and leave a voice mail. If you do not call the school, the office will call your home to find out why the student is absent. Students are responsible for the completion of work missed during excused absences from school. Absences will be excused for the following reasons:
- Personal illness (a note from a physician may be necessary for 3 consecutive days)
- Serious family matters
- Religious holidays
- Reasons deemed appropriate by administration if approved in advance of the absence. Students will be responsible for all work assigned during their absence.

Doctor and/or dental appointments, drivers’ examinations, etc. should be scheduled for after school hours. When after school arrangements are impossible, such absences will be excused if an appropriate appointment notice or parental excuse is brought to the main office in advance. Family vacations and college visitations should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason have a direct and negative impact on the student’s education. The provision of assignments to be done during vacation absences from school does not and cannot replicate the experience and benefit of school attendance. Absences and missed work resulting from family vacations and/or college visitations may be excused and made up when prior notification is given to the student’s teachers and the school administration.

TARDY TO CLASS
Each student is responsible for his/her attendance and tardiness. An appropriate consequence is recommended for students late to class at the discretion of the teacher. A student more than five (5) minutes late to class without an acceptable reason will be considered to have cut the class. Excessive class tardiness shall be referred to administration by the teacher for appropriate disciplinary action.

TARDY TO SCHOOL
Students are required to report to school on time. Any student who is late to school must report to the main office to sign in to school. In order for tardiness to school to be excused, the reason for the tardiness must be communicated
by the parent and approved by the school administration. The note must be received when the student signs in at the main office.

a. Five emergency tardies are allowed per semester. To qualify as “tardy excused,” a note must be presented when the student signs into school. Any student who is late to school without a note is deemed “tardy unexcused, and will be issued a building detention or other consequence as deemed appropriate by the administration.

b. When a student has accumulated 6 tardies and beyond, the following will occur:
   A. Parking privileges will be suspended for 2 weeks.
   B. Parent conference will be requested.
   C. Truant Officer will be contacted.

c. When a student cuts Saturday detention (which was assigned for accumulated tardies), the student will be suspended from extra-curricular activities until Saturday detention is served.

d. If the student cannot serve Saturday detention for a reason deemed appropriate by the administration, 5 hours of community service will be assigned.

e. In all cases when a student reports to school one hour after the start of school, a note from a parent must be provided. This note must have an acceptable and verifiable reason for the tardiness.

f. Any student with a recurring health problem or other unique situation which could result in habitual tardiness may have this policy reviewed prior to the fourth tardy. Extenuating circumstance need to be addressed with administration.

g. Safety should always come first. In inclement weather, tardies will be reasonably excused.

h. Students driving to school are responsible for arriving on time. Excessive tardiness to school may result in the loss of the student’s driving privilege for 30 or more school days and an extracurricular suspension for 30 or more days.

**EARLY DISMISSAL** Early dismissal must be validated by the administration. Doctor and dental appointments will be accepted; students are expected to return to school following such appointments. The request for early dismissal must be verifiable. Any exceptions to this must be approved by the administration.

**GETTING A MESSAGE TO A STUDENT**
Office policy is never to interrupt classes to deliver messages to students except in emergencies. Please make every effort to coordinate messages with your son/daughter prior to/or after the school day.

**TRUANCY**
According to Rhode Island law, students “shall regularly attend school during all of the days and hours that the public schools are in session.” Rhode Island General Law 16-19-1.

**Definition:** Truancy is herein defined as absence from school or from a portion of the school day without the permission of a competent authority (i.e., Principal, Superintendent). 1. No make-up will be given for an absence from school without an accepted excuse signed by the parent of the student. 2. No make-up will be given for a class cut. 3. Teachers will be notified of unexcused absences. 4. Any student leaving the building without proper authority will be considered truant. 5. Truancy may result in an assignment to detention or in-school suspension or other appropriate disciplinary action.

6. Truancy will be reported to the truant officer.

**Consequences may include the following:**

**Cutting Class**
- **First Offense**
  - 1 Detention
- **Second Offense**
  - 2 Detentions, Parent Contact
- **Third Offense**
  - Saturday Detention, Parent Contact
- **Fourth Offense and Subsequent**
  - ISR, Parent Conference, Parent Contact w/Truant Officer

**Off Campus**
- **First Offense**
  - Saturday Detention, Parent Contact
- **Second Offense**
  - Saturday Detention, Parent Conference
- **Third Offense**
  - ISR, Parent Conference w/Truant Officer

**For Day**
- **First Offense**
**INSUBORDINATION** Any student disregarding or refusing to obey reasonable directions or requests given by employees of the East Greenwich Public Schools or other authorized personnel shall receive detention or suspension.

**ATTENDANCE-ACTIVITIES** School activities cannot supersede attendance in class before or after a school event. In order to take part in any activity, a student must attend a normal full day of school. Coming in more than 1 hour late or being dismissed 1 hour before the end of the school day will exclude a student from taking part in any after school or evening activity. Any exception to this rule must be made by the administration.

**STUDENT DRESS CODE-district-wide** It is expected that all students will dress in a manner consistent with good health practices, safety regulations, and in a manner which will not distract from the learning process. Students who fail to meet this standard, or whose form of dress, in the administration’s opinion, interferes with the educational process will be required to make appropriate changes. Failure to do so may result in disciplinary action or suspension.

**Clothing prohibited includes, but is not limited to:**
- Clothing which promotes drugs, alcohol, smoking, violence, or sexual activity.
- Clothing which contains nudity or profanity or is offensive on the basis of sex, race, religion, or ethnicity.
- Halter tops, strapless tops, spaghetti straps, plunging necklines or any other clothing which reveals cleavage, bare midriffs or backs. Tops and bottoms of outfits must meet.
- Skirts or shorts that are shorter than the fingertips when arms are extended downward at sides.
- Underwear that is visible.
- Dirty or ripped clothing and patches that are inappropriate or placed inappropriately.
- Sheer clothing.
- Hats, hoods, bandanas, sunglasses, and headscarves, unless used for religious purposes or medical reasons; in such cases, permission must be obtained from the administration IN ADVANCE.
- Chains, studded neckwear or studded bracelets.
- Any other clothing or jewelry which is actually disruptive of the educational process, or which the administration might reasonably believe to be disruptive of the educational process, or any clothing which is in opposition to the educational message of East Greenwich Public Schools as explained in the Statement of Philosophy and Goals Supplemental to the Philosophy. Please refer to the district policy #8115- Dress and Grooming. Teachers will enforce this policy by informing the principal or assistant principal as soon as possible.

**ACADEMIC DISHONESTY**
Students are encouraged to do their own work and have a sense of pride in their own accomplishments. Teachers are encouraged to create a learning environment which encourages students to achieve the ideal of academic honesty as something valuable in its own right. Cheating or plagiarism in any form is a serious violation of trust between students and teachers and an impediment to true learning. Cheating and plagiarism are defined as “to steal and pass off the ideas or words of another as one’s own” and “to present as new and original an idea or product derived from an existing source” (Webster’s Ninth New Collegiate Dictionary). Thus, examples of cheating and plagiarism include but are not limited to such activities as: 1. Copying another student’s test paper or any other school assignment, including daily homework or class work. 2. During a test or when writing a paper, using material that is not authorized by the person giving the assignment. 3. Collaborating with another student during a test or assignment without teacher consent. 4. Knowingly using, giving, buying, selling, stealing, transporting, or soliciting in whole or in part, the contents or answers of a test or other assignment. 5. Substituting for another student or permitting another student to substitute for one’s self to take a test or complete an assignment. 6. Using another person’s works, research or ideas, whether found in print or through technology, without the credits deserved. Please refer to the district policy #8110-Academic Integrity Policy.

**Consequences:**
- **First Offense**
  - Teacher Discretion, Parent contact, Academic Consequences
- **Second Offense**
  - Saturday detention, Parent Conference, Academic Consequence
- **Third Offense**
  - ISR, Parent Conference, Academic Consequence
SUBSTANCE ABUSE PREVENTION
Medical research substantiates that the use of alcohol and mood modifying substances produce harmful effects on the human body. You cannot compromise your participation with substance abuse. Students who experiment with such substances jeopardize program morale, reputation and success, and they do physical harm to themselves. Students must decide if they want to hold a leadership position or want to be part of their activity or club. If they do wish to be a participant, they must make the commitment in order to do so. A big part of this decision means refraining from the use of alcohol, drugs, tobacco and steroids.

SUBSTANCE ABUSE
The use, possession, transportation, or sale of alcohol, non-prescription drugs and/or controlled substances violates state and federal laws and will not be tolerated at Each Greenwich Schools. Every staff member at East Greenwich Schools will adopt this “zero” tolerance standard and will be proactive in eliminating any substance use and abuse by the students. Any student found to be under the influence of, or in possession of alcohol, illegal drugs and/or intoxicants or controlled drugs, except those medications prescribed by a medical doctor for the use of the student and for which the user has a valid, current prescription, whether during school hours or at a school sponsored activity on or off school property, will be subject to the following penalties and actions:

1. Parents will be notified immediately and will be requested to meet with an administrator.
2. The East Greenwich Police Department will be immediately notified and will be asked to prosecute any crime to the full extent of the law.
3. The student shall be suspended from school for five (5) school days.
4. The student shall be suspended from all extra-curricular activities for up to thirty (30) calendar days. Such activities include, but are not limited to: drama and music rehearsals and productions, school dances, proms, banquets, athletic practices and competitions, and end of the year activities such as class trips, Ivy Day, and graduation exercises. First time offenders can have 15 days of this sanction deferred if they work with the substance abuse counselor for intervention as well as on a project assigned by and agreed to by the substance abuse counselor. Completion of the project will be communicated to the relevant school administration by the substance abuse counselor. In case of a second offense during the same school year, the deferred days will be added to the penalty. Sufficient written documentation of this process will be placed in the student’s file.
5. The student’s parking privileges shall be suspended for up to thirty (30) days.
6. With parental approval, the student will be referred to the East Greenwich Substance Abuse Counselor. If approval is obtained and an appointment is made, the suspension of a first-time offender will be reduced from five (5) days at the discretion of the principal. In addition, the 30 days extra-curricular suspension could be modified.

7. Any student who violates this policy more than once in a school year shall be subject to a ten (10) day suspension from school, a sixty (60) day suspension from all extra-curricular activities, suspension of parking privileges for sixty (60) days, and will be referred to the Superintendent of Schools with recommendation for expulsion.

ANY STUDENT WHO SELLS ALCOHOL OR CONTROLLED DRUGS, OR IS IN POSSESSION OF SUCH QUANTITIES OF ALCOHOL OR CONTROLLED DRUGS THAT ARE REASONABLY DETERMINED TO BE FOR THE PURPOSE OF SELLING SUCH ALCOHOL OR CONTROLLED DRUGS TO ANOTHER PERSON, WILL BE REFERRED TO THE SUPERINTENDENT OF SCHOOLS WITH A RECOMMENDATION FOR EXPULSION.

The regulations above shall be fairly and consistently enforced by all staff members and will be in effect at all times on school grounds. In addition, these rules are in effect at every school-sponsored activity, on or off school grounds, and will apply to students who are spectators as well as participants. While not a comprehensive list, students should be aware that these rules are in effect at all sports events, dances, proms, field trips, club meetings, practices, plays, and senior activities held on or off school grounds.

TOBACCO AND SMOKING Rhode Island General Laws § 23-20.9-5 requires that every school in Rhode Island post enforcement procedures to prohibit tobacco use and state that tobacco products are prohibited in all buildings. The act applies to all people, children or adults, who utilize Rhode Island School buildings at any time of the day or night. It prohibits having in one’s possession a lighted cigarette, cigar, pipe or other substance or item containing tobacco. The prohibition includes, but is not limited to, all school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, and other school vehicles. Further, the East Greenwich School Committee:

• Prohibits the use of tobacco products in all outside areas within one hundred (100) yards of any school building.
• Prohibits the use of or possession of tobacco products at any time by students in any building or on any school property at all times.
• Prohibits smokeless tobacco at school, at school events, or on a school bus. Violators of the tobacco policy may be referred to the Wellness Counselor. (see district Wellness Policy #4215)

It is our hope that parents will encourage student participation in smoking cessation programs. Parents and students should avail themselves of the services of the Wellness Counselor and/or other resources to identify such programs. Consequences may include:

First Offense
Detention, Parent conference, Referral to Substance abuse counselor

Second Offense
Saturday detention, Parent Conference, Referral to Substance Abuse Counselor, Referral to School Nurse

Third Offense
ISR, Parent Conference, Referral to PASS, Behavior Plan, Hallway Restriction

Fourth Offense and Subsequent
OSS, Parent Conference, Referral to PASS, Behavior Plan, Statement to EGPD, Lunch Restriction

ASSAULT AND/OR FIGHTING East Greenwich School District has a zero tolerance policy for fighting. A student behaving in such a way as to cause fear, physical harm, or attempted injury to any other person(s), or who engages in behavior that incites or escalates a situation, such as taunting, name-calling, shouting, or using profane language or gestures, shall receive detention, suspension, or be recommended to the Superintendent for expulsion. In all cases a parent conference will be held before any formal disciplinary action is taken. Students who engage in physical contact (initiating or responding) may be subject to an out of school suspension of up to five (5) days for a first offense. With parental approval, the student will be referred to an anger management program. If approval is obtained and an appointment is made, the suspension of a first-time offender will be reduced from five (5) days at the discretion of the principal Students should seek alternatives to fighting before it happens, such as notifying an adult or conflict mediation. The East Greenwich Police Department will be notified when deemed appropriate. Consequences may include:

First Offense
1-5 days OSS, Parent conference

Second Offense and Subsequent Offenses
5-10 days OSS, Parent Conference, Superintendent Conference

SMOKE DETECTORS Any student who is found tampering with smoke detectors will be suspended from school for up to ten (10) days and from extra-curricular activities up to thirty (30) days. The East Greenwich Police and Fire Departments shall be notified. A re-admission hearing will be held with the Superintendent.

FALSE FIRE ALARMS/BOMB THREATS Any student who is found to have placed or has placed a false report of fire or bomb threat in any school building or on school property will be suspended from school up to ten (10) days and from extra-curricular activities up to thirty (30) days. The East Greenwich Police and Fire Departments shall be notified. A re-admission hearing will be held with the Superintendent.

ARSON Any student willfully or maliciously burning or attempting to burn any part of any building or any property of the East Greenwich Public Schools shall be suspended and may be expelled from school. The East Greenwich Fire and Police Departments will be notified.

FIREWORKS, FIREARMS AND EXPLOSIVES Any student possessing, using, transmitting, or concealing fireworks, explosives or firearms, may be suspended or expelled from school. The East Greenwich Police Department shall be notified.

CAFETERIA BEHAVIOR Appropriate dining manners are required in the cafeteria. Any student throwing food or any other object in the cafeteria shall receive detention or suspension. Students are expected to dispose of their own lunch debris. During lunch, students are allowed in the cafeteria or in front of the building only.

CORRIDOR BEHAVIOR Students are not to be in the corridors before homeroom or during lunch without proper authorization. Appropriate corridor behavior is expected of all students at all times. Infractions will be addressed on an individual basis.

PROFANITY AND/OR OBSCENE LANGUAGE Any student using profanity or obscene language, either written or oral, including the use of obscene gestures, signs, or pictures may receive detention or suspension.
POLICY ON HARASSMENT, INTIMIDATION, AND/OR BULLYING SCHOOL’S PETITION

A student who attends East Greenwich Public Schools or any of its functions has the same rights as all other citizens. The East Greenwich Schools also recognizes that the bullying of a student creates a climate of fear and disrespect than 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. Any form or degree of bullying at school is therefore prohibited. Within this context, it is important that all participants feel free to express their thoughts and ideas in a manner that does not disrupt the educational process, or create unnecessary distractions to, or adversely impact, the interpersonal relationships between the students, faculty and staff. Any person or group of persons who deny or attempt to prevent a person or persons from availing themselves of the freedom to enjoy these rights will be dealt with as severely as the law permits. Bullying occurs when a student intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student. Harassment is defined as the unwanted attention from anyone through annoying, threatening or demanding behavior causing fear and/or preventing another’s behavior and actions. The derogatory use of terms, signs or symbols of race, religion, ethnicity, nationality, language, physical appearance, physical, or mental capacity, sexual orientation or gender bias is a form of bigotry. Such communication, including sexual harassment, is meant to dehumanize and cause pain to the individual or group attacked. Slurs of this nature will not be permitted and individuals who act in this manner will have to face the full consequences of the applicable state, school and federal laws. Consequences may include, but are not limited to office conferences, detention, parental involvement, referral to school support personnel, in school restriction, suspension from school, police intervention, and referral to the school committee for possible expulsion. Any student feeling unsafe or harassed should seek his/her teacher, counselor, or an administrator immediately. Please refer to RIGL 16-21-26, 16-21-30 and School Committee Policy #8245-Bullying

DISRUPTION OF SCHOOL Students involved in demonstrations and strikes on school property or at school events, or using violence, force, coercion, threat, harassment, obstruction or other verbal or physical means to disrupt or incite others which interferes with the education process may be subject to suspension or expulsion. The educational process includes all curricular and extracurricular activities. The East Greenwich Police Department shall be notified.

BUS CONDUCT Bus service is provided to and from school for students who live beyond the walking distance determined by the school district. Prior to the opening of school, a bus schedule will be published in the local weekly paper, The Pendulum. Transportation for those students remaining after school for extracurricular activities or detention is the responsibility of the student or parent.

School bus transportation is an extension of the school system and standards of pupil behavior must be observed. These rules conform to Section 31-22--10 as amended of the General Laws of the State of Rhode Island. The following rules must be strictly observed in the interest of safe and orderly transportation:

A. The bus driver is in charge of the bus and students.
B. No one may stand while the bus is moving nor change seats during the trip.
C. No smoking is permitted on any school bus.
D. Students may not eat on the school bus.
E. No student may open a window on a school bus nor extend head, hands, or arms out of the bus windows.
F. Students are to keep the school bus clean and may not throw refuse out the bus windows.
G. Books and personal items must be kept out of the aisles.
H. If you must cross the road after getting off the bus, students must cross at least ten (10) feet in front of the bus and stop in line with the front left fender of the bus and wait for the driver or the bus monitor to signal that it is all right to cross the road.
I. Students may not stand in any roadway while waiting for the bus. Students may not push or shove while waiting for the bus or while on it.
J. Approach the bus only when it has come to a complete stop.
K. Do not cross the road to board the bus until the driver or the monitor has indicated to do so.
L. While walking to and from the bus loading area, students, where practical, must walk on the left side facing the traffic.
M. Emergency drills will be conducted during the year. In any emergency, the driver and/or monitor, if able, shall be in control. In other instances, older students should assist younger students and follow specified emergency procedures. At other times, no emergency exit or device may be used by any student.
N. Damages to school buses will result in a claim for payment from the student and parents.
O. No pets or animals other than a muzzled seeing-eye dog may be transported on a school bus.
P. No firearms, firecrackers, ammunition, bows and arrows, knives or any sharp objects that may cause injury are to be transported on a school bus.

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Q. Students must ride on the bus that they are assigned to ride. Only in an emergency situation will a student be allowed to ride another bus provided seating is available.

NOTE: Permission to ride another bus must be with parental knowledge, notification of the principal, and permission by the bus company provided seating is available.

R. Student misconduct on a bus will be reported to the school principal. Actions available to the principal for student misconduct shall include a warning, detention, suspension from bus or recommendation for expulsion.

BICYCLE AND SKATEBOARD POLICY Bicycles must be parked in the designated bike rack or where applicable. For safety reasons, students are not allowed to use skateboards in school, but may do so in the designated skate park located in the rear of the student parking lot at the high school.

ARTICLES NOT PERMITTED IN SCHOOL The following are some categories of articles not permitted in school:

- Alcohol, drugs, cigarettes, or any tobacco product
- Cigarette lighters
- Gambling articles, including playing cards
- Squirt guns or any other toys with projectiles
- Articles for sale other than school approved
- Weapons or replicas of weapons
- Laser pointers
- Any other articles deemed disruptive to the educational process
- Food deliveries such as pizza, etc.
- Laptops may be permitted only for educational purposes. They may not be used for non-educational purposes such as games and movies.

PLEASE NOTE: RI State Law specifically refers to several of the above-named items: RIGL16-21.2-11. “Devices prohibited. – (a) Any student enrolled in any secondary or elementary school shall be prohibited from carrying, possessing or using a paging device of any kind or a laser pointer of any kind on school property, except with the written consent of the principal of the school in which the student is enrolled. (b) The penalty for violation of this section shall be the confiscation of the device.” RIGL 11-47-60. “Possession of firearms on school grounds. (a) (1) No person shall have in his or her possession any firearm or other weapons on school grounds.” RIGL 11-47-60.2. “Possession of weapons on school grounds.” includes a prohibition on “a weapon…, a firearm, or a replica of a firearm…”

ARTICLES NOT PERMITTED DURING SCHOOL HOURS
- Cell phones, radios, and other electronic equipment or systems such as Gameboys or PSPs
- Headsets, I-PODS, MP3 players, Blackberries, or other listening devices
- Skateboards

SCHOOL EQUIPMENT AND MATERIALS All students will be responsible for caring for, maintaining, and returning all assigned equipment and/or materials. Restitution will be required for all materials and/or equipment damaged, lost, or not returned. This includes textbooks, library books, shop equipment, science equipment, art supplies, athletic uniforms and equipment, and any other item considered to be the property of the East Greenwich Public Schools.

VANDALISM OR DAMAGE TO PROPERTY A student causing or attempting to cause damage to any property (public or private), including buildings, grounds, equipment, or materials shall receive detention, suspension or expulsion. Restitution will be required. The East Greenwich Police Department shall be notified.

THEFT Any student taking or attempting to take the public property or equipment of the school district or any property belonging to another person shall be suspended. The East Greenwich Police Department shall be notified. Immediate restitution will be required. Repeat offenses resulting in suspension will require a re-admission hearing with the Superintendent.

Extortion Any student attempting through force or coercion to extort or take any money or other possession of value from any other person may be suspended or expelled from school. The East Greenwich Police Department shall be notified.

OTHER VIOLATIONS Any other student actions deemed by the administration to be equivalent to those
previously mentioned in the student discipline code may also serve as grounds for suspension, or other appropriate disciplinary action.

PARTICIPATION AND CONDUCT POLICIES

DANCES Several events such as dances and the prom are held throughout the year. Students must be in the building of the event by thirty (30) minutes after the start of the event. Late arrival is not allowed without permission. No one may leave an event without permission. No one may leave an event more than thirty (30) minutes before the scheduled end of the event, unless otherwise specified in a communication about the event. Events are supervised at all times by teachers, administrators and parents. Police are routinely assigned to patrol the event and the parking facility. Students who are suspended or absent from school that day or on social suspension are ineligible to attend. High school students may bring guests from other schools, provided that they sign them up in advance on a sheet in the main office, giving the name of the guest and the school that guest attends, or submit a completed guest permission form, if required.

PROMS (High school students) As with all school activities, in order to be eligible to attend the prom, students must be in school for the entire day of the prom. However, traditionally, students attending the prom have been allowed to leave school early that day, at 12:00p.m., with written parental permission on a special school form. Students will be ineligible to attend the prom under the following circumstances:

• If the student is absent for the entire day for any reason
• If the student is tardy after 8:30a.m.
• If the student leaves school early without the signed permission form
• If the student is excused earlier than 12:00p.m.
• If the student cuts any class that day
• If the student is suspended that day

FIELD TRIPS
1. Prior to the occurrence of a field trip, parent(s) of students will be requested to sign a notification slip indicating parental permission.
2. The following information shall be provided in the notification to parents: date of trip, time of departure and anticipated return, place of departure and designation, purpose of trip, any special needs associated with the trip of which both the parents and students should be aware (i.e., special clothing, lunch provisions, etc.), and cost of trip (if any).
3. No student shall be prevented from participation in a field trip because of lack of funds. Confidential arrangements shall be made by the principal to secure necessary funding in such circumstances.
4. A student is responsible for all work missed while on a field trip and should collect his/her assignments prior to going on the trip.
5. If a student has a special medical condition, parents should notify the nurse or principal.
6. Students are required to use transportation provided by the school to and from the field trip area. Any exception to this rule must be approved by the school administration.
7. Administration reserves the right to withhold any student from participating in a field trip based on a student’s disciplinary record.

FUNDRAISING Any fundraising which may occur during school hours on or off school property must be approved in advance with joint approval from school administration and the Superintendent.

VISITORS All visitors to the school must register at the main office and receive a visitor’s pass upon arrival on campus. Students who wish to have a visitor in the school must receive prior permission from the principal or assistant principal and are to inform teachers of the visit. Visitors will not be allowed for purely social reasons or for childcare. Only visitors who are considering moving to East Greenwich and/or attending East Greenwich Public Schools will be allowed to visit, for the purpose of viewing the school. The visitor must pick up a visitor’s pass at the main office and is to join the host student at all times. Students will not be called from class to talk with unexpected visitors except in emergency situations where relatives are involved. Students must make arrangements with the office at least one day in advance of the expected visit, and only one visitor per day per student will be allowed.

(Approved by the East Greenwich School Committee 8/26/11)
Bullying, cyber-bullying, intimidation, harassment and retaliation against any person associated with a report of bullying or the investigation thereof are prohibited in the public schools of East Greenwich, RI in accordance with the Statewide Bullying Policy, known as the Safe Schools Act, promulgated by the Rhode Island Department of Education pursuant to the authority set forth in R.I.G.L. 16-21-34. The prevention of bullying is part of the East Greenwich school district’s strategic plan (R.I.G.L. 16-7.1-2e) and school safety plan (R.I.G.L. 16-21-24).

East Greenwich public schools are committed to providing a safe and supportive learning environment free from bullying, harassment and intimidation.

1. School Atmosphere. 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 correct and courteous behavior to each other, to students, and to visitors to the school. 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.

2. Definition of Bullying: Bullying (which, henceforth, includes Intimidation and Harassment) means an intentional written, verbal, or an electronic expression, or a physical act or threat of a physical act or gesture or any combination thereof that:
   • would have the effect of physically or emotionally harming someone, damaging someone’s property, placing someone in reasonable fear of harm to his/her person, or placing someone in reasonable fear of damage to his/her property;
   • creates an intimidating, threatening, hostile or abusive educational environment;
   • infringes on the rights of students to participate in school activities; or
   • 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 bullying victim(s).

3. Forms of Bullying: Bullying can take many forms including, but not limited to:
   • Physical: intentional assault, battering, pushing, kicking, hitting or any use of violence.
     In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.
   • Social / Emotional: slurs, innuendos, demeaning comments or jokes, drawings/notes, pranks, gestures, threats, stalking, taunting, racial taunts, name calling, sarcasm, extorts, shunning.
     Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student.
   • Sexual: unwanted physical attention or contact; sexual comments; unwanted or inappropriate focus on the issues of sexuality, sexual orientation or gender identity.
   • Racial/Ethnic: taunts, gestures, graffiti, jokes, demeaning comments
   • Cyber-bullying: the use of electronic communications (including verbal, textual or graphic) created and transmitted by any electronic device to humiliate, harass, embarrass, tease, intimidate, threaten or slander another individual. Cyber-bullying can occur 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, facsimile communications, telephone, cellular phone, text messaging device and/or personal data assistance device.

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

- The creation of a web page or blog in which the creator assumes the identity of another person;
- The knowing impersonation of another person as the author of posted content or messages; or
- 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 the definition of bullying.

4. At School: In the context of these regulations the phrase, ‘at school’ includes the following places and situations:
- on school premises,
- on a school bus or other school vehicle,
- at school bus stops,
- while students are walking to or from school,
- using property or equipment provided by the school,
- at any school-sponsored activity or event, whether or not held on school premises, or
- acts which create a material and substantial disruption of the education process or the orderly operation of the school.

5. Disciplinary Sanctions: Disciplinary sanctions for bullying 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:
- Admonitions and warnings
- Parental/Guardian notification and consultation.
- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- Loss of school provided transportation or parking pass
- Detention
- Police contact
- In school suspension
- Short term school suspension (10 or fewer days of suspension) or long term school suspension (suspension for more than 10 days), No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this policy.
- Expulsion

6. 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.

7. Information Dissemination: The school principal shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be:
- Distributed annually to students, staff, volunteers, and parents/legal guardians
- Included in student codes of conduct, disciplinary policies, and student handbooks
- A prominently posted link on the home page of the school/district website

8. Reporting Procedure: The principal of each school in the East Greenwich School District shall establish, and prominently publicize to students, staff, volunteers, and parents, 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 report such circumstances to an appropriate staff member, teacher or administrator, immediately.

9. Parents/Guardians: 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 bullying or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal.

10. Responsibility of Staff: School staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context, the staff includes volunteers working in the school. Failure to report incidents of bullying may be subject to disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report the bullying.

11. Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, 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.

12. Investigation of Bullying: The principal shall promptly investigate all allegations of bullying, harassment or intimidation. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to any appropriate due process procedures, 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 bulling will also be referred to the school psychologist or social worker.

13. Police Notification: When bullying involves conduct that violates the criminal law, the police shall be notified.

14. 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. In most cases, retaliation or threat of retaliation will result in the imposition of a short or long-term school suspension and, in appropriate cases, expulsion and/or referral to the police. (R.I.G.L. 11-42-2. Extortion and blackmail) (R.I.G.L. -59-2. Stalking prohibited)

15. Prohibition against False Reports of Bullying: False reports concerning bullying will be subject to appropriate school discipline, including short- or long-term suspension from school.

16. 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 shall be immune from a cause of action for damages arising from reporting bullying.

17. Individualized School Safety Plan: If a student is the victim of serious or persistent bullying, the principal of the school will immediately intervene to provide safety for the student and prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it. The parents/guardians of a victim shall be notified of the action taken to prevent any further acts of bullying or retaliation.

In the instance that school officials and the parents of a child who feels him/herself to be a victim disagree as to whether or not the behavior of another child rises to the level of bullying as defined in this policy, reasonable efforts will still be made to ensure that the parents and child feel that the educational environment is safe.

18. Help for the Victim of Bullying: If the victim's mental health has been placed at risk appropriate referrals will be made. If the bullying included a violent criminal offense the victim of the bullying will be informed any school transfer rights he or she may have under the Federal No Child Left Behind Act.

19. Instruction in the Prevention of Bullying: Faculty, staff, administration and students shall be given instruction in this district's Policy and Regulations against bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction in how to file a complaint against bullying, and the disciplinary action that may be taken against those who commit acts of bullying.
20. Parent Education: Parent education regarding this policy is also an important piece of prevention efforts. The policy will be included in every student handbook from grades K-12. Principals will highlight the policy at orientations and Open Houses. At the start of each school year, parents/guardians will be requested to sign an anti-bullying form.

21. Bullying Prevention Program. The principal of each school in this district shall establish a Bullying Prevention Program.
   • The principal is encouraged to gather input from other school staff members, school counselors and psychologists, law enforcement officers, parents, community members and, if age allows, students, in the development of the program.
   • The principal will be responsible for developing policies and programs to prevent or diminish bullying and to educate students and staff about the harm caused by bullying.
   • Faculty, staff and administration will work to implement this program so that all students are knowledgeable about school-wide and classroom rules about bullying, their responsibilities and how the rules will be enforced.
   • The program recommendations of the principal shall be subject to review by the Superintendent before the programs are implemented.

22. School Environment: An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to at school if a bullying situation develops. To the extent possible, the influence of cliques and other exclusive student groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate. (R.I.G.L. 16-38-4. Exclusive clubs).

23. Social Skills Training: The school health program and school counseling services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.

24. 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.

25. Reports to the Superintendent and to the School Committee: School principals will provide the Superintendent of Schools and the School Committee with a semi-annual report on incidents of bullying which have taken place in the schools under their respective supervision. This report will include a statement describing what remedial action has been taken to address bullying.

26. Reports to Other Schools: A school principal will send a report of documented bullying to the principal of the following school. Information related to prior incidents will be shared with appropriate faculty and staff at the discretion of the principal.

27. Other Redress: This policy does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. Nor does this policy create or alter any tort liability.

First reading: 5/6/14
Second reading: 5/20/14
Adopted by the School Committee: 5/20/14

8245: Bullying, Intimidation and Harassment

Bullying, cyber-bullying, intimidation, harassment and retaliation against any person associated with a report of bullying or the investigation thereof are prohibited in the public schools of East Greenwich, RI in accordance with the Statewide Bullying Policy, known as the Safe Schools Act, promulgated by the Rhode Island Department of Education pursuant to the authority set forth in R.I.G.L. 16-21-34. The prevention of bullying is part of the East Greenwich school district’s strategic plan (R.I.G.L. 16-7.1-2e) and school safety plan (R.I.G.L. 16-21-24).

East Greenwich public schools are committed to providing a safe and supportive learning environment free from bullying, harassment and intimidation.

1. School Atmosphere. 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 correct and courteous behavior to each other, to students, and to visitors to the school. 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.

2. **Definition of Bullying:** Bullying (which, henceforth, includes Intimidation and Harassment) means an intentional written, verbal, or an electronic expression, or a physical act or threat of a physical act or gesture or any combination thereof that:

- Would have the effect of physically or emotionally harming someone, damaging someone’s property, placing someone in reasonable fear of harm to his/her person, or placing someone in reasonable fear of damage to his/her property;
- Creates an intimidating, threatening, hostile or abusive educational environment;
- Infringes on the rights of students to participate in school activities; or
- 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 bullying victim(s).

3. **Forms of Bullying:** Bullying can take many forms including, but not limited to:

- **Physical:** intentional assault, battering, pushing, kicking, hitting or any use of violence. In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

- **Social / Emotional:** slurs, innuendos, demeaning comments or jokes, drawings/notes, pranks, gestures, threats, stalking, taunting, racial taunts, name calling, sarcasm, extorts, shunning. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student.

- **Sexual:** unwanted physical attention or contact; sexual comments; unwanted or inappropriate focus on the issues of sexuality, sexual orientation or gender identity.

- **Racial/Ethnic:** taunts, gestures, graffiti, jokes, demeaning comments

- **Cyber-bullying:** the use of electronic communications (including verbal, textual or graphic) created and transmitted by any electronic device to humiliate, harass, embarrass, tease, intimidate, threaten or slander another individual. Cyber-bullying can occur 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, facsimile communications, telephone, cellular phone, text messaging device and/or personal data assistance device.

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

- The creation of a web page or blog in which the creator assumes the identity of another person;
- The knowing impersonation of another person as the author of posted content or messages; or
- 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 the definition of bullying.

4. **At School:** In the context of these regulations the phrase, ‘at school’ includes the following places and situations:
• On school premises,
• On a school bus or other school vehicle,
• At school bus stops,
• While students are walking to or from school,
• Using property or equipment provided by the school,
• At any school-sponsored activity or event, whether or not held on school premises, or
• Acts, which create a material and substantial disruption of the education process or the orderly operation of the school.

5. Disciplinary Sanctions: Disciplinary sanctions for bullying 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:
• Admonitions and warnings
• Parental/Guardian notification and consultation.
• Loss of the opportunity to participate in extracurricular activities
• Loss of the opportunity to participate in school social activities
• Loss of the opportunity to participate in graduation exercises or middle school promotional activities
• Loss of school provided transportation or parking pass
• Detention
• Police contact
• In school suspension
• Short term school suspension (10 or fewer days of suspension) or long term school suspension (suspension for more than 10 days), No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this policy.
• Expulsion

6. 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.

7. Information Dissemination: The school principal shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be:
• Distributed annually to students, staff, volunteers, and parents/legal guardians
• Included in student codes of conduct, disciplinary policies, and student handbooks
• A prominently posted link on the home page of the school/district website

8. Reporting Procedure: The principal of each school in the East Greenwich School District shall establish, and prominently publicize to students, staff, volunteers, and parents, 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 report such circumstances to an appropriate staff member, teacher or administrator, immediately.

9. Parents/Guardians: 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 bullying or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal.

10. Responsibility of Staff: School staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context, the staff includes volunteers working in the
school. Failure to report incidents of bullying may be subject to disciplinary action. The victim of bullying, shall, however, not be subject to discipline for failing to report the bullying.

11. Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, 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.

12. Investigation of Bullying: The principal shall promptly investigate all allegations of bullying, harassment or intimidation. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to any appropriate due process procedures, 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 bulling will also be referred to the school psychologist or social worker.

13. Police Notification: When bullying involves conduct that violates the criminal law, the police shall be notified.

14. 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. In most cases, retaliation or threat of retaliation will result in the imposition of a short or long-term school suspension and, in appropriate cases, expulsion and/or referral to the police. (R.I.G.L. 11-42-2. Extortion and blackmail) (R.I.G.L. -59-2. Stalking prohibited)

15. Prohibition against False Reports of Bullying: False reports concerning bullying will be subject to appropriate school discipline, including short or long-term suspension from school.

16. 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 shall be immune from a cause of action for damages arising from reporting bullying.

17. Individualized School Safety Plan: If a student is the victim of serious or persistent bullying, the principal of the school will immediately intervene to provide safety for the student and prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it. The parents/guardians of a victim shall be notified of the action taken to prevent any further acts of bullying or retaliation.

In the instance that school officials and the parents of a child who feels him/herself to be a victim disagree as to whether or not the behavior of another child rises to the level of bullying as defined in this policy, reasonable efforts will still be made to ensure that the parents and child feel that the educational environment is safe.

18. Help for the Victim of Bullying: If the victim's mental health has been placed at risk appropriate referrals will be made. If the bullying included a violent criminal offense the victim of the bullying will be informed any school transfer rights he or she may have under the Federal No Child Left Behind Act.

19. Instruction in the Prevention of Bullying: Faculty, staff, administration and students shall be given instruction in this district's Policy and Regulations against bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction in how to file a complaint against bullying, and the disciplinary action that may be taken against those who commit acts of bullying.

20. Parent Education: Parent education regarding this policy is also an important piece of prevention efforts. The policy will be included in every student handbook from grades K-12. Principals will highlight the policy at orientations and Open Houses. At the start of each school year, parents/guardians will be requested to sign an anti-bullying form.
21. Bullying Prevention Program. The principal of each school in this district shall establish a Bullying Prevention Program.

- The principal is encouraged to gather input from other school staff members, school counselors and psychologists, law enforcement officers, parents, community members and, if age allows, students, in the development of the program.

- The principal will be responsible for developing policies and programs to prevent or diminish bullying and to educate students and staff about the harm caused by bullying.

- Faculty, staff and administration will work to implement this program so that all students are knowledgeable about school-wide and classroom rules about bullying, their responsibilities and how the rules will be enforced.

- The program recommendations of the principal shall be subject to review by the Superintendent before the programs are implemented.

22. School Environment: An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to at school if a bullying situation develops. To the extent possible, the influence of cliques and other exclusive student groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate. (R.I.G.L. 16-38-4. Exclusive clubs).

23. Social Skills Training: The school health program and school counseling services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.

24. 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.

25. Reports to the Superintendent and to the School Committee: School principals will provide the Superintendent of Schools and the School Committee with a semi-annual report on incidents of bullying which have taken place in the schools under their respective supervision. This report will include a statement describing what remedial action has been taken to address bullying.

26. Reports to Other Schools: A school principal will send a report of documented bullying to the principal of the following school. Information related to prior incidents will be shared with appropriate faculty and staff at the discretion of the principal.

27. Other Redress: This policy does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. Nor does this policy create or alter any tort liability.
ACKNOWLEDGEMENT Student/Parent/Teacher Handbook

The Student/Parent/Teacher Handbook for the 2016-2017 school year is on the egsd.net website.

This handbook contains important information about policies, procedures, activities and expectations. We ask that you review this document carefully. Both student and parent are asked to sign below and return to the homeroom teacher by Friday, September 2nd.

Thank you for your cooperation.

I have received and reviewed my copy of the 2016-2017 Student/Parent/Teacher Handbook and the Student Code of Conduct @egsd.net.

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Student’s Signature ___________________________ Date ___________________________

Parent’s/Guardian’s Signature ___________________________ Date ___________________________
Volunteering Community Service Log

NAME: __________________________________________

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"...And why do you stay so long, 
My heart, and where do you roam?"
The answer came with a laugh and a song, ---
“I find this school is home.”