

# STUDENT HANDBOOK

## 2018 -2019



In order to access our FAQ page (frequently asked questions), please visit:

[KMS Family FAQ](#)

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# Kickemuit Middle School

## P.A.W.S.

(Personal Best , Acts Responsibly,Wise Choices,Shows Mutual Respect)

### Mission and Vision

The mission of Kickemuit Middle School is to educate all students to become skillful learners and responsible productive citizens.

The vision of Kickemuit Middle School is to provide a program that responds to the intellectual, social, emotional and health needs of early adolescents. It is a program that has a clearly established course of study and provides opportunities for student growth based upon the concept of exploration. We recognize the need to evaluate our program on a regular basis and make changes that enhance learning. We are dedicated to providing for the educational needs of all students in a safe, supportive, and culturally diverse environment.

#### WE BELIEVE:

1. All individuals can learn.
2. Learning is an active and life-long process.
3. Learning is the focus of all activities.
4. All individuals must be challenged to reach their fullest potential.
5. All decision making should be based on the needs of learners.
6. All involved in the learning process must act lawfully, ethically and prudently.
7. Mutual respect and open communication among all members of the community are essential.
8. All individuals must have accessibility *to health services (physical, social and emotional).*

#### KMS PLEDGE

*We are Proud, Respectful students.*

*We are Inspired to excel and Driven to succeed.*

*We are Enthusiastic learners.*

*We ARE Huskies.*



## **BRISTOL WARREN REGIONAL SCHOOL COMMITTEE**

**CHAIRPERSON, PAUL SILVA** [PSILVALAW@COX.NET](mailto:PSILVALAW@COX.NET)

**VICE-CHAIRPERSON, ERIN SCHOFIELD** [ERIN.SCHOFIELD@SC.BWRSD.ORG](mailto:ERIN.SCHOFIELD@SC.BWRSD.ORG)

**TREASURER, MARJORIE J. McBRIDE** [MJMCB@FULLCHANNEL.NET](mailto:MJMCB@FULLCHANNEL.NET)

**SECRETARY, WILLIAM M. O'DELL** [BILLODE@GMAIL.COM](mailto:BILLODE@GMAIL.COM)

**JOHN C. BENTO** [JCBENTO@FULLCHANNEL.NET](mailto:JCBENTO@FULLCHANNEL.NET)

**BRIAN BRADSHAW** [BRIAN.BRADSHAW@SC.BWRSD.ORG](mailto:BRIAN.BRADSHAW@SC.BWRSD.ORG)

**DIANA B. CAMPBELL** [DBCAMP5540@VERIZON.NET](mailto:DBCAMP5540@VERIZON.NET)

**ADAM M. RAMOS** [ADAM.RAMOS@SC.BWRSD.ORG](mailto:ADAM.RAMOS@SC.BWRSD.ORG)

**JOHN P. SAVIANO** [JSAVY40@FULLCHANNEL.NET](mailto:JSAVY40@FULLCHANNEL.NET)

## **BRISTOL WARREN REGIONAL SCHOOL DISTRICT ADMINISTRATION**

**Superintendent of Schools ~ Mario Andrade**

[mario.andrade@bwrspd.org](mailto:mario.andrade@bwrspd.org)

**Assistant Superintendent of Schools ~ Diane Sanna**

[diane.sanna@bwrspd.org](mailto:diane.sanna@bwrspd.org)

**Director of Administration and Finance ~ Raquel Pellerin**

[raquel.pellerin@bwrspd.org](mailto:raquel.pellerin@bwrspd.org)

**Director of Pupil Personnel Services ~ Leslie Anderson**

[leslie.anderson@bwrspd.org](mailto:leslie.anderson@bwrspd.org)

**Director of Technology ~ Rose Muller**

[rose.muller@bwrspd.org](mailto:rose.muller@bwrspd.org)

**Supervisor of Maintenance ~ George Simmons**

[george.simmons@bwrspd.org](mailto:george.simmons@bwrspd.org)

# KICKEMUIT MIDDLE SCHOOL ADMINISTRATION

**PRINCIPAL - Christine Homen**

[christine.homen@bwrsd.org](mailto:christine.homen@bwrsd.org)

Twitter : @Principal\_Homen

**ASSISTANT PRINCIPAL - Michelle Clifford**

[michelle.clifford@bwrsd.org](mailto:michelle.clifford@bwrsd.org)

Twitter: @AP\_Clifford

**ASSISTANT PRINCIPAL- Matthew Yates**

[matthew.yates@bwrsd.org](mailto:matthew.yates@bwrsd.org)

Twitter: @AP\_Yates

**GRADE 6**

**GUIDANCE COUNSELOR**

**Diane Nappi**

[diane.nappi@bwrsd.org](mailto:diane.nappi@bwrsd.org)

**GRADE 7**

**GUIDANCE COUNSELOR**

**Carolyn Davis**

[carolyn.davis@bwrsd.org](mailto:carolyn.davis@bwrsd.org)

**GRADE 8**

**GUIDANCE COUNSELOR**

**Kate Fitzpatrick**

[katherine.fitzpatrick@bwrsd.org](mailto:katherine.fitzpatrick@bwrsd.org)

## KMS BUILDING INFORMATION

### **School Hours**

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7:30 A.M. - 2:00 P.M.

Grades 6-8

### **Office Hours**

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7:00 A.M. - 3:00 P.M.

### **Office Staff**

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Patricia Halcisak	Secretary to Principal ( <a href="mailto:patricia.halcisak@bwrsd.org">patricia.halcisak@bwrsd.org</a> )
Donna Cruz	Office Secretary ( <a href="mailto:donna.cruz@bwrsd.org">donna.cruz@bwrsd.org</a> )
Kerry Santerre	Office Secretary ( <a href="mailto:kerry.santerre@bwrsd.org">kerry.santerre@bwrsd.org</a> )
Bethanie Maduro Antonio	Guidance Secretary ( <a href="mailto:bethanie.antonio@bwrsd.org">bethanie.antonio@bwrsd.org</a> )

### **School Directory**

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Phone	(401) 245-2010
Fax	(401) 254 - 5960
Website	<a href="http://www.bwrsd.org">www.bwrsd.org</a>

SCHOOL CALENDAR 2018-2019

**GRADING DATES FOR 2018-2019**

**1<sup>st</sup> Quarter August 29 - November 2**  
**2<sup>nd</sup> Quarter November 5 - January 25**  
**3<sup>rd</sup> Quarter January 28 - April 5**  
**4<sup>th</sup> Quarter April 8 - June 12**

**ASSESSMENT WINDOW**

<b>RICAS</b> RI Comprehensive Assessment System Gr 3-8 Reading and Math	ELA April 1- May 3, 2019 <i>(Make ups must be administered by May 3rd)</i>  Math April 2- May 24, 2019 <i>(Make ups administered by May 24th)</i>
<b>NGSA</b> RI Next Generation Science Assessment Gr 5, 8, 11	April 22-May 24, 2019 <i>(All make up tests must be completed in the window)</i>
<b>NAEP (National Assessment of Educational Progress)</b> Kickemuit Gr 8 Math & Reading	2/28/2019

## KICKEMUIT GRADING POLICY

### Science Grading Policy

#### Grade 6

#### Grade 7

#### Grade 8

40% Assessment	45% Assessment	50% Assessment
50% Classwork	45% Classwork	40% Classwork
10% Homework	10% Homework	10% Homework

### Math Grading Policy

#### Grade 6

#### Grade 7

#### Grade 8

10% Homework Includes Summer Math Packet	10% Homework Includes Summer Math Packet	10% Homework Includes Summer Math Packet
40% Quizzes & Tests	50% Quizzes/Tests	65% Quizzes/Tests
50% Classwork Assigned and worked on during class (even if needed to be completed at home) Graded classwork assignments Minute drills Warm ups Projects POWs	40% Classwork Assigned and worked on during class (even if needed to be completed at home) Graded classwork assignments Minute drills Warm ups Projects POWs	25% Classwork Assigned and worked on during class (even if needed to be completed at home) Graded classwork assignments Minute drills Warm ups Projects POWs

### Social Studies Grading Policy

#### Grade 6

#### Grade 7

#### Grade 8

Homework-10%	Homework – 10%	Homework-10%
Quiz-20%	Quiz-20%	Quiz-25%
Classwork-30%	Classwork-25%	Classwork/Class participation 20%
Tests/Common Assessments 40%	Test/Projects/ Common Assessments 40%	Tests/Projects/On Demand Writing Common Assessments 50%

### ELA Grading Policy



**Grade 6:****Grade 7****Grade 8**

<b>Homework 10%</b> Summer reading Reading logs	<b>Homework 10%</b> Spelling Grammar Home reading book evidence/logs Homework journal	<b>Homework 10%</b> Home reading responses/log Summer reading
<b>Assessments: 30%</b> quizzes, tests common assessments	<b>Assessments 30%</b> quizzes, tests common assessments	<b>Reading 25%</b> home reading book evidence (written in class) responses to in-class reading (comprehension)
<b>Reading: 30%</b> Any response to reading home reading assignments (done in class) classwork (comprehension, etc.)	<b>Reading: 30%</b> any reading assignments (done in class) common assessments	<b>Writing and Classwork 35%</b>
<b>Writing 30%</b>	<b>Writing 30%</b>	<b>Assessments 30%</b> quizzes, tests any writing assignments

\*\*\* **WRITTEN notice MUST be sent home as soon as a teacher suspects a student's work may result in failure for the marking period. (As noted in the School Committee Policy IKAB.)**

### HONOR ROLL

The Honor Roll is computed four times each year based on quarterly grades.

Eligibility is as follows

**Honors** : Students who earn a cumulative B- average with no grade lower than a C+

**High Honors** : Students who earn a cumulative A- average or above with no grade lower than a B+

### REPORT CARD

Report cards will be issued approximately one week after the quarter ends. Midway through each quarter, updated grades will be posted to ASPEN for parents to check their child's progress. After the final marking period, report cards will be mailed home. Report cards will include an academic grade and a social expectation grade for each subject. The social expectation grade is determined using the social expectation rubric.

### **INCOMPLETES**

Under extenuating circumstances, a teacher may issue an incomplete grade for a student. Since an incomplete grade cannot be a final grade, it is the responsibility of the student to arrange a schedule with the teacher to complete his or her missed work within two weeks of the end of the quarter. The teacher will then finalize the student's incomplete grade and report it to the Guidance Office.

### **MAKE-UP WORK**

It is the responsibility of the student to make arrangements with his/her teachers to make up work and receive credit. This must be done within the number of days equal to the number of days absent. Per School Committee Policy File IK, "Students will have one day for each day on vacation in which to make up work." If a student has excused absences only for three or more consecutive days, parents may contact the Guidance Office to request homework.

### **KICKEMUIT MIDDLE SCHOOL SUMMER RAMP UP SUPPORTS**

Summer Support recommendations will be done on a case by case basis. Taking into consideration term grades, student behaviors, student attendance , universal data, and state assessment data.

### **P.A.W.S. AWARDS**

**P - Personal Best**

**A - Acts Responsible**

**W-Wise Choices Made**

**S- Shows Mutual Respect**

Each quarter, students have the opportunity to vote within their homerooms for students that best represent the values associated with each letter of the P.A.W.S. acronym. P.A.W.S. Award recipients are selected by their peers and recognized at a grade level P.A.W.S. celebration.



### **P.R.I.D.E. CARDS**

P.R.I.D.E. cards are a reward for children who demonstrate positive behaviors for a quarter of the school year as scored through social expectation grades on the report card. Children who receive a majority of 4's with some 3's will receive a P.R.I.D.E. card at the end of each marking period. The card entitles the student to certain privileges during the next marking period.

These privileges may include, but are not limited to: head of line lunch privilege, allowed to be in the hallways during class time without a pass (to go to the bathroom, nurse, library...), occasional early dismissal from their last class (a few minutes) to avoid congestion in the hallway during locker and dismissal time, other privileges specific to each team.

### **KMS - SOCIAL EXPECTATION RUBRIC**

#### **4 ADVANCED**

- Shows leadership while fully adhering to the school rules and contributes to a positive learning atmosphere by being on time, prepared for class and engaged in learning. Student is a positive role model in the school.

#### **3 PROFICIENT**

- Consistently adheres to the school rules and contributes to a positive learning atmosphere by being on time, prepared for class, and engaged in learning.

#### **2 DEVELOPING**

- Inconsistently adheres to the school rules and makes little contribution to a positive learning atmosphere by sometimes being late, unprepared for class, or disengaged in learning.

#### **1 EMERGING**

- Difficulty adhering to the school rules and makes very little contribution to a positive learning atmosphere by often being late, unprepared for class, or disengaged in learning.

### **LEADERSHIP ROLES**

Students who have the privilege of holding a position of leadership (class or student council officer, team captains, NJHS etc.) are expected to behave in a manner which represents the school, the community and themselves with honor. Leaders must be in good academic and behavioral standing. Students who fail to live up to the requirements of leadership may be removed from their positions by the administration.

**National Junior Honor Society:** Selection to the KMS chapter of the NJHS is based on scholarship, leadership, character, citizenship, and service. Eligibility is considered if a student has a cumulative grade point average of 3.7 or higher at the conclusion of the 3rd quarter in their 6th and/or 7th grade year. Students who are eligible will be notified and have the opportunity to submit an application for membership. The KMS Faculty Council will review all applications and notify students of acceptance into NJHS before the end of the school year. A ceremony to formally induct all new members is held in early fall of the following school year.

### **Academic Eligibility for Student Participation in Athletics and Extracurricular Activities**

- Initial eligibility for participation in fall season sports and all extra- curricular activities for the school year shall be based on the final grades of the prior school year and/or summer ramp up. Eligibility for each quarter of the school year is based on the below policy.
  - One failing grade: on academic warning with 2 one hour sessions a week after school for support. Can fully participate in extracurricular activities. The student needs to show the following evidence on the mid-quarter progress report:
    - **Passing the one class: now fully eligible**
    - **Failing the one class: remain on warning**
  - Two failing grades: on academic probation with 4 one hour sessions a week after school for support. Students on probabtion will be prohibited from participating in athletic competitions/games, plays and any other club /organized events. The student needs to show the following evidence on the mid-quarter progress report:
    - **passing all classes: now fully eligible**
    - **Passing all but one class: now on warning**
    - **Failing two classes: remain on probation**
    - **Three or more failing grades: fully ineligible for the quarter**

\* Coaches and advisors will be notified of a student's academic ineligibility.

### **Rules and Regulations for School Functions and Extracurricular Activities**

Rules and regulations as stated in the Student Handbook, in addition to other rules or regulations added by school administration during the year, will apply at all school functions and extracurricular activities. These are necessary to ensure that students and guests who attend activities can do so in a safe and pleasant environment. (See district attendance policy)

1. Students must be in school for the entire day on the day of the activity unless a valid excuse is received and approved by the administration by 2:00 pm on the day of the activity.
2. Students who are tardy to school or dismissed early and who do not have a valid excuse as determined by the administration may not participate in any extracurricular activity that day.
3. If the activity is held on a non-school day (Saturday, Sunday, Holiday, etc.) the student must be in school for the entire day on the last school day before the activity. A valid excuse must be submitted to, and approved by, the administration by 2:00 pm on the last day of school before the activity.
4. Students serving OSS or Restorative Room on the day of an activity, or on the last school day before a non-school day activity, will not be allowed to attend the activity.
5. Students on social probation are not allowed to participate in extracurricular activities.

## **BACKPACKS/BOOK BAGS**

Backpacks/book bags etc. are used to transport materials to and from school each day. As soon as the student arrives in the morning he/she should take out the materials he/she needs for the day and put the backpack in her/his locker.

Small gym bags may be carried to and from wellness class ONLY on the days they have Wellness. They should not be carried at any other time. It is recommended that the students label their bags with their name and homeroom.

**Chromebooks** should be in the **case provided** by the district at all times. They should not be taken out of the case and stored in a backpack for any reason.

## **CELL PHONE**

The use of **cell phones** and any other audio or video electronic devices is not permitted during the school day. Cell phones are to be secured in a student's locker for the entire school day. This will be heavily monitored.

## **BAND/CHORUS**

Students entering 6th grade are invited to join our band or chorus program in the spring of 5th grade, or the beginning week of school. Students are automatically enrolled in band or chorus for 7th and 8th grade unless a parent signs them out through the guidance office. Students may only drop or add band or chorus at the start of a new semester. Students enrolled in band or chorus may not drop the class until the end of the semester.

## **BOOKS**

All books are issued to students for their use. Defacement, destruction or loss of this property is subject to disciplinary action and restitution. All books will be assessed at the end of the school year for replacement cost.

## **BULLYING/CYBERBULLYING**

Kickemuit Middle School will not tolerate bullying in ANY form including but not limited to physical or verbal intimidation, abetting bullying or cyberbullying in or out of school. Any type of bullying is taken very seriously by KMS administration, faculty or staff and we expect it to be reported immediately. [Bullying Report Form](#) For more specifics refer to the policy section on page 27 of this document.

## **CANCELLATION OF SCHOOL**

In case of inclement weather, school may be delayed or cancelled. Announcements will be made on most of the local radio and television stations and whenever possible, on the Connect-Ed Phone System, as well as on the district website.

## **DRESS CODE**

The educational experience is geared to help students prepare for the larger world. Therefore, good grooming and proper attire are emphasized. Refer to Code of Discipline for consequences.

### **Clothing of an overly revealing or distracting fashion is not acceptable.**

- Abbreviated tops: halter, tube, tank, those that expose the midriff and cannot be tucked in, and those that are overly revealing or distracting are not allowed.
- Low riding pants or jeans that display underwear, as well as excessively revealing shorts or skirts, are not permitted.
- Shorts and skirts must be below a student's thumb when the arm is at rest at his/her side.
- Beach wear, cut off shirts and mens' tank tops are not permitted.
- Clothing, insignia buttons, jewelry, or any other apparel which advocates, advertises, or flaunts the use of tobacco or alcohol products, drugs, violence or contains obscene, questionable or suggestive printing will not be permitted.

### **Outdoor clothing**

- Including hats, caps, visors, bandanas, hoods and other forms of outdoor headgear may not be worn.
- Coats, hats, and jackets will not be worn in school except for medical reasons. An administrator may waive this provision when classrooms are too cold for comfort. Coats, jackets and headwear are to remain in lockers during the school day.
- Sunglasses will not be worn in school, unless required for certified medical reasons.
- Appropriate and safe footwear must be worn.

### **The following may not be worn in school at any time**

- Dog collars, chokers, chains around one's neck with links exceeding 1/4", chains to secure wallets or other items to one's clothing or person or chains attached to one's clothing
- Wristbands, neck collars, or clothing with spikes of any type

PE/Wellness Clothing - Guidelines distributed to students at the beginning of the school year.

### **PE Policy**

- Sneakers (well-fit and supportive for athletic activities).
- Shorts/track pants (Must be at least fingertip length).
- T-shirts (no tank tops...shirts must have sleeves).
- Clothing must be loose enough to allow for freedom of movement but should preserve modesty while performing any and all forms of movement. Also, track pants should not reach the bottom of sneakers.
- As a matter of safety, students will be required to remove all jewelry.

### **Recommendations:**

- Students bring a towel to wipe off perspiration.
- Students bring stick or liquid deodorant (no aerosol).
- Students bring cooler weather clothing as needed (sweatshirt/sweatpants).
- Students leave all jewelry and other items of either monetary or sentimental value at home.

## **FIRE DRILLS, EVACUATIONS, AND LOCKDOWNS**

Students are to assume that all fire alarms indicate an actual fire, unless told otherwise by the administration. All students regardless of their mobility are to file out of the building quickly and silently, following all instructions which might be given. The law requires a designated number of drills each year. At the beginning of the school year teachers will review the evacuation procedure with students. If it is necessary to evacuate, students must report to and remain with their teacher. Lockdown drills will be conducted during the year. Students are to remain in the assigned area unless instructed to report to another location by the teacher/administrator. Students exhibiting unacceptable behavior will be referred to the administration for an appropriate consequence.

## **FOOD/DRINK/BOTTLES**

Unless specifically allowed by a teacher, food or drink is not allowed in classrooms or hallways. This means no coffee or other morning drinks should be brought into school. No bottled or canned drinks should be brought into school, other than in a student's lunch. No open containers will be allowed in school. The delivery of lunches from fast food restaurants to students is discouraged as it runs counter to the district wellness policy.

## **GOOGLE CALENDAR /GOOGLE KEEP**

All students have access to Google Calendar and /or Google Keep.

- Parents should check students Google Calendar to keep up to date with assignments
- This will be a student's primary organizational tool.
- Students are expected to track all assignments, note all scheduled activities and reminders.

## **GUIDANCE**

The Guidance Department at Kickemuit Middle School is concerned with the academic, emotional, social, personal and career development of all students. The counselors assist each student to be responsible and productive members of the school, community, and society. Guidance counselors are assigned to the 6<sup>th</sup> grade class and support students in that class through the 8<sup>th</sup> grade. Counselors are available to students and parents throughout the school year and can be reached at 245-2010 ext. 2010.

## **HEALTH SERVICES**

### **School Nurse**

The Nurse's Office is located behind the main office. It is open from 7:30 am to 2:05 pm. Students must obtain a pass from a teacher or an administrator to visit the health office. The certified nurse-teacher monitors and helps maintain the health and safety of students and educates them on health issues. The nurse-teacher is the only professional who dispenses medication for a student. All accidents, injuries, or illnesses must be reported. The school nurse will provide medical attention and will notify a parent or guardian if necessary.

### **Health services will perform the following screenings:**

Scoliosis Screening - 6<sup>th</sup> & 8<sup>th</sup> Grade  
Vision & Dental Screening - 7<sup>th</sup> Grade

Additionally, all 7<sup>th</sup> graders are required to provide proof of a physical examination within the current calendar year and documentation of current immunizations upon entering.

### **Prescription Drugs & Medications**

Only the School Nurse may accept medication of any kind from a parent or student. Medication must be in the original container or prescription bottle with the appropriate label. The nurse will administer the medication in the Health Office. Students may not carry or self-administer any medications other than inhalers and epi-pens. Annual documentation by a physician must be on file in the nurse's office.

### **School Psychologist and School Social Worker**

Provide testing and counseling services upon referral by a teacher, administrator or guidance counselor.

## **LIBRARY**

- The library is open for students during scheduled hours refer to library webpage.
- The library has an online public access catalog (OPAC).
- Any student owing a library book/and or money for a lost library book will not be allowed to participate in any of the end of the year activities. Students may receive appropriate consequences at the discretion of the Administration. Library will provide administration with a list of overdue books at the end of each quarter.

## **LOST & FOUND**

The lost and found is located in the lunchroom. Please return any found items to the main office.

## **RESTORATIVE ROOM**

If a student is removed from class they will be escorted by administration to the Restorative Room. Here they will get the opportunity to process and reflect with an adult with the hope of getting them back on track and back to class. The goal is for the student to return to class once they have been able to regain control of their situation.

## **SEARCHES**



### **Locker Searches**

Lockers are the property of the Bristol Warren Regional School District and may be subject to search by the School Principal or designee at his/her discretion. Lockers may not be used in any way inconsistent with law and/or school rules. Only school issued locks are to be used on school lockers.

Homeroom teachers will issue locks at the beginning of the school year. Each student is assigned his/her own locker. Sharing is not allowed. Lockers must be locked at all times. The school will not be held responsible for valuables or personal property taken from lockers. Students may go to their lockers at designated times. If the lock is lost there is a \$5 replacement fee. [How to open a lock ?](#)

### **Search of Personal Property**

When school officials have reasonable suspicion that a student has or is violating school rules or the law, the school officials have authority and responsibility for conducting a search of personal property, to ensure the safety and welfare of the school.

## **SUSPENSION**

### **Procedures Governing Suspension**

Unless an emergency situation exists requiring the student's immediate removal, no student shall be suspended prior to having an informal hearing before an administrator. At said hearing, the student will be informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon as possible.

1. The administrator shall make reasonable attempts to notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension.
2. A letter will be sent to the parent/guardian stating the nature of the infraction and noting the consequences. This letter will be sent to the last reported address of the parent/guardian.
3. If a student is suspended (OSS), a parent conference is required before return to school.
4. Textbooks and homework may be provided for each pupil for the duration of the suspension period exceeding five days. It is the responsibility of the parent/guardian to pick up this work from the school. The student will be allowed to complete any class work, including examinations, without penalty, which he/she missed while under suspension. All make-up work must be completed within the period of time equal to the number of days suspended, (i.e. 5 days OSS = 5 days to make up work). This period begins immediately upon returning from suspension.

### **Procedures Governing Exclusion**

For suspensions of more than 10 days up to 180 school days, the School Committee shall follow its formal policy as outlined in the School Committee Policy Handbook. For further details please see School Committee Policy.

1. The Principal may request exclusion of a pupil in a case where the Principal has cause to believe the student's conduct endangers persons or property, is seriously disruptive of the educational process, or violates a publicized school committee policy.
2. Requests for exclusion are to be directed to the School Committee through the Superintendent of Schools.
3. Upon receipt of an exclusion request, the Superintendent shall conduct an inquiry as soon as possible.
4. If after the inquiry the Superintendent or designee, determines that a student should be excluded, he/she shall forward such request to the School Committee as soon as possible.

### IN SCHOOL SUSPENSION

In school suspension (ISS) provides an alternative to Out of School Suspension. ISS allows students to attend school and to complete and receive credit for class assignments in a structured environment. In addition students will be required to complete a reflection sheet and process this with an administrator. Students will need to bring their books/chromebook to the ISS. Students will be responsible to bring assignments to their classes at the end of the academic day.

### REVERSE SUSPENSION

May 1<sup>st</sup> of each school year, the Administration has the option of using Reverse Suspension in lieu of or in addition to Out of School Suspension for offenses and behaviors that warrant this consequence. This consequence recognizes that some offenses and infractions of school rules can be best dealt with starting from the last day of school and working backward to have less effect on academic activities as the end of the school year approaches.

**BRISTOL WARREN REGIONAL SCHOOL DISTRICT  
CODE OF CONDUCT**

**I. Purpose**

This policy is intended to promote a safe and positive learning environment that supports the academic, social, and emotional development of each child.

**KEY OBJECTIVES**

- To have each student in the Bristol Warren Regional School District assume responsibility for his or her behavior.
- To establish positive working relationships with parents/guardians that promote collaboration with school staff in supporting their child's academic, social, and emotional development
- To encourage mutual respect for the rights of all students and staff to learn and work in a safe and supportive school environment.

**II. Student Responsibilities**

To optimize the educational experience of each student in the Bristol Warren Regional School District, it is necessary that each student function at his/her best by being present and prepared for each class each day. The following is expected of all students:

Students are responsible for:

- Being respectful and working cooperatively with all members of the school community
- Attending school each day and being on time to school and class.
- Fully participating in lessons and monitoring their progress towards grade/course learning expectations.
- Completing all required assignments and meeting all timelines to their best ability.
- Being respectful of school facilities, equipment, and supplies.
- Coming prepared for school each day to be a productive member of the school community.

**III. Teacher Responsibilities**

When a student is experiencing difficulty in managing his/her behavior, the classroom teacher is responsible for providing the appropriate instruction, supports, and consequences to assist the student in achieving the desired improvement in behavior, and to ensure there are minimal disruptions to the learning environment for the other students. If the behaviors persist, the teacher will contact the parent/guardian to discuss additional supports and consequences at school and at home. If these actions do not produce the desired results, then the teacher is to refer the student to the school disciplinary-authority (school administration - Assistant Principal) for further support and assistance. In the event that a student's behavior disrupts instruction and is vulgar or poses a safety threat, the student shall be removed from class.

**IV. Administration Responsibilities**

The administrator or his/her designee will examine the student behaviors and problems referred to him/her. The administrator will educate and discipline the student while informing the parents of the inappropriate behavior. After following the above procedures, if the student still fails to respond with appropriate behavior, then the student will be referred to the principal or his/her designee.

The Principal, upon receipt of the referral, will treat the student and situation with the degree of severity warranted. (The process may vary, dependent upon the number of administrators within a school.) Regarding students with disabilities, the district will follow the Regulations of the Board of Regents for Elementary and Secondary Education governing the Special Education of Students with Disabilities and Section 504 of the Rehabilitation Act of 1973.

#### **V. Policy Definitions:**

Detention (Teacher): The classroom teacher will assign students for detention for classroom infractions. Twenty-four hour notice will be given. The length of detention will be determined by the teacher and take place before/after school or during the school day, at the teacher's discretion. Failure to stay for teacher detention will result in referral for office detention.

Detention (Office): An administrator may assign office detention Monday-Friday, after school. Twenty-four hour notice will be given. The length of time will be at the administrator's discretion. Failure to fulfill detention requirements will result in disciplinary action.

In-School Suspension (ISS): Provides an alternative to Out of School Suspension. ISS allows students to attend school and to complete and receive credit for class assignments in a structured environment.

Out of School *Suspension* (OSS): A suspension from school (academic and social) privileges for disciplinary reasons by an authorized member of the administrative staff for not more than 10 consecutive days, providing such suspension will not extend beyond the end of the school year in which it is imposed (See Exhibit JG-EB for Suspension Procedures)

School Committee Suspension: The School Committee, following a hearing, can suspend a student for up to 180 school days.

Social Suspension (SOS): The exclusion from all extra-curricular activities. These include: sports, dances, school-sponsored trips, senior week activities, including graduation exercises, and any activity except those required by an academic course. A student is subject to immediate social suspension when he/she is in violation of designated areas of this policy.

#### **VI. Policy Implementation:**

In an effort to establish appropriate behavior while maintaining consistent discipline for certain infractions, all BWRSD schools will describe rules and consequences within their school handbook, to support students, teachers, parents, and school administrators in maintaining a safe learning environment (shown on Exhibit JG-EA).

Please be aware that the principal or his/her designee may adjust the procedures or consequences listed within this policy, depending on circumstances, and in consultation with the superintendent of schools.

File: JG Exhibit B

### **KICKEMUIT MIDDLE SCHOOL CODE OF CONDUCT**

The goal of this Code of Conduct is to create a safe learning environment for all students. It is the responsibility of students, teachers, parents and school administration to ensure this environment is maintained by adhering to the rules and consequences outlined in this policy.

\*Actions which constitute grounds for School Committee suspension. The School Committee may exclude a pupil for up to 180 school days if after a full hearing, the committee finds his/her conduct endangers persons or property, is seriously disruptive to the educational process, or is in violation of School Committee Policy

Glossary:

TD- Teacher detention

SOC - Social Suspension

LOP Loss of Privileges

OD - Office detention

ISS - In School Suspension ( Restorative Room)

OSS - Out of School Suspension

### School Attendance: Absence, Tardiness, Early Dismissals

Daily school attendance is one of the most powerful ways families can prepare children for success in- both in school and in life. Making attendance a priority helps children to get better grades, develop healthy habits, avoid dangerous behavior, and have a better chance of graduating from high school.

**EXCUSED ABSENCES, TARDINESS, EARLY DISMISSALS:** Excused absences include absence due to illness or injury as documented in writing by a medical professional and provided upon a student’s return to school, or participation in a religious holiday, or other activity, as approved by a school administrator. To the extent possible, all families should schedule appointments and activities outside of school hours.

BEHAVIOR	SUPPORTS AND CONSEQUENCES
<p><b>ATTENDANCE:</b> All students are expected to be in school for 180 days. In accordance with state and federal regulations, students who are absent 18 days or more, including excused and unexcused absences, are considered chronically absent.</p> <p><i>UNEXCUSED ABSENCES: All absences not covered by the definition of “excused absences” above shall be considered “unexcused”, including vacations.</i></p>	<p>Families will receive an automated phone call each day their child is absent.</p> <ul style="list-style-type: none"> <li>● 5-10 days, parent phone call and/or meeting,</li> <li>● 10-15 days, parent meeting with guidance counselor to develop an improvement plan.</li> <li>● 15 or more days, parent meeting with school administration, review/revise improvement plan. Possible referral to truancy for 15 or more unexcused absences.</li> </ul>
<p><b>TARDINESS:</b> Students are expected to be on time, everyday, all day.</p> <p><i>TARDY TO SCHOOL - UNEXCUSED (A doctor’s note must be provided for a tardy excused.)</i></p>	<p>Families will receive an automated phone call if their child is tardy without prior notification to the school.</p> <ul style="list-style-type: none"> <li>● After 3 or more times. Parent phone call.</li> <li>● After 5 or more times. Parent phone call/meeting and lunch detention for each day tardy.</li> </ul>
<p><b>TARDY TO HOMEROOM OR CLASS</b></p>	<p>1st offence: warning            2nd offence : Teacher Detention - 1 hr. afterschool            3rd offense : referred to office for detention</p>

<p><b>EARLY DISMISSALS:</b> All students are expected to stay in school for the entire day. Leaving early is a disruption to student learning. In the event a child must be dismissed from school early, parent(s)/guardian(s) must notify the school (by note, email, or call) before 9:00am the day of the dismissal.</p> <p><i>UNEXCUSED DISMISSAL: Dismissals not covered by the definition of "excused dismissals" above shall be considered "unexcused".</i></p>	<ul style="list-style-type: none"> <li>● 1-4 unexcused dismissals: call home,</li> <li>● 5 or more unexcused dismissals could result in office lunch detention and/or possible truancy.</li> </ul> <p>Students who are dismissed early will not be allowed to participate in extracurricular activities for that day.</p>
<p><b>STUDENT IN CORRIDOR WITHOUT A PASS</b></p>	<ul style="list-style-type: none"> <li>● 1st offense- warning.</li> <li>● Subsequent: Office detention (1 hr. After school)</li> </ul>
<p><b>CUTTING / LEAVING CLASS</b>  - REMAINING ON SCHOOL GROUNDS  - LEAVING SCHOOL GROUNDS</p>	<p><b>If student remains on school grounds...</b></p> <ul style="list-style-type: none"> <li>● 1st offense- 1 Office detention, and parent contact.</li> <li>● Subsequent-1/2 day Restorative Room and parent contact.</li> </ul> <p><b>If student leaves school grounds..</b></p> <ul style="list-style-type: none"> <li>● 1st offense - 1 day ISS, parent contact</li> <li>● 2nd- offense -2 day ISS, parent contact, 2 weeks SOC for after school activities</li> <li>● 3rd offense- up tp 3 days ISS, parent contact,LOP</li> </ul>
<p><b>RESPECT FOR SELF AND OTHERS</b></p> <p>A respectful learning environment positively students' education and life outcomes. This includes self-awareness, self-management, social awareness, relationship skills, and responsible decision making</p>	
<p><b>REFUSAL TO LEAVE CLASS WHEN DIRECTED BY AN ADULT</b></p>	<ul style="list-style-type: none"> <li>● 1 to 5 days ISS,</li> </ul>
<p><b>INSUBORDINATION/DEFIANCE</b>  (including failure to identify oneself)</p>	<ul style="list-style-type: none"> <li>● 1st offense -1 Office Detention</li> <li>● 2nd offense - up to 5 ISS and parent contact</li> <li>● Subsequent offense- 1-5 OSS, parent conference</li> </ul>
<p><b>CONTINUOUS OR EXCESSIVE CLASSROOM DISRUPTION</b></p>	<ul style="list-style-type: none"> <li>● 1 to 10 days ISS</li> </ul>
<p><b>FAILURE TO REPORT FOR DETENTION</b></p>	<ul style="list-style-type: none"> <li>● 1st Offense: 2 Office detention (OD)</li> <li>● 2nd Offense: possible 1 day ISS, parent contact, up to one week LOP SOC</li> </ul>
<p><b>ABUSIVE, VULGAR, OR PROFANE LANGUAGE IN SCHOOL</b></p>	<ul style="list-style-type: none"> <li>● 1 day OSS or ISS &amp;/or AWA, depending on severity of circumstances</li> </ul>
<p><b>ABUSIVE, VULGAR, OR PROFANE</b></p>	<ul style="list-style-type: none"> <li>● 1-5 days OSS</li> </ul>

<b>LANGUAGE TOWARD TEACHER/ADULT</b>	<ul style="list-style-type: none"> <li>● Parent called and student leaves school for rest of the day.</li> </ul>
<b>HATS AND HOODS-</b> Students are not allowed to wear hats or hoods at any time during the school day.	<ul style="list-style-type: none"> <li>● 1st offense- warning</li> <li>● 2nd offense - 1 Day Detention ,</li> <li>● confiscation of hat and parent contact</li> <li>● 3rd offense - .5 ISS, confiscation of hat,parent contact</li> </ul>
<p><b>SAFE, HEALTHY, AND SECURE LEARNING ENVIRONMENTS</b></p> <p>Establishing safe, healthy, and secure learning environment is essential to the achievement and success of students. The following supports and consequences will be implemented.</p>	
<p><b>*BULLYING/HARASSMENT</b></p> <p>Harassment includes, but is not limited to, writing, uttering or recording epithets, slurs or anything that may be construed as offensive to any individual's ethnic, religious, racial, or religious heritage, or to one's gender, sexual orientation or disability. Includes cyberbullying, which is sending distributing, or posting inappropriate or harmful text messages, images or videos using the internet, cellular devices or other communication devices; with or without the direct or tacit permission of the victim. See district Bullying Policy</p> <p><i>All incidents of bullying/harassment must be reported to the Guidance Department and school disciplinary authority (written referral)</i></p>	<ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Referral to Superintendent/School Committee for additional suspension</li> <li>● Possible police notification</li> <li>● Referral for counseling</li> </ul>
<b>Disruptive Behavior</b> that is willful or planned	<ul style="list-style-type: none"> <li>● Up to 5 days OSS</li> </ul>
<b>Disruptive Behavior:</b>	<ul style="list-style-type: none"> <li>● 1st offense- ISS or possible OSS, parent contact</li> <li>● 2nd offense and subsequent offenses- up to 3 days OSS, parent meeting</li> </ul>
<p><b>Dress</b></p> <p>See "Dress Code"</p>	<ul style="list-style-type: none"> <li>● 1st offense - Student will be required to change into proper attire. A warning will be issued with parent contact</li> <li>● 2nd offense - 1 OD and parent contact</li> <li>● 3rd offense - ISS and parent meeting</li> <li>● 4th and subsequent offenses - OSS and parent meeting</li> </ul> <p><b>Refusal to comply with these rules will result in immediate suspension</b></p>

<p><b>Detention:</b> Failure to report</p>	<ul style="list-style-type: none"> <li>● 1st Offense: 2 Office detention (OD)</li> <li>● 2nd Offense: possible 1 day ISS, parent contact , up to one week LOP SOC</li> </ul>
<p><b>Electronic Devices</b></p> <ul style="list-style-type: none"> <li>● The use of <b>cell phones</b> and any other audio or video electronic devices is not permitted during the school day. Such use/possession at school will result in confiscation.</li> </ul> <p>Responsible Use Policy</p>	<ul style="list-style-type: none"> <li>● 1st offense-1 OD, turn phone into administration, parent contact</li> <li>● 2nd offense-2 ODs, turn phone into administration, parent contact</li> <li>● 3rd offense---ISS, turn phone into administration, parent meeting,</li> <li>● 4th offense--- 2 days ISS, parent meeting, 2 weeks SOC, student must turn cell phone into administration for minimum 1 week</li> <li>● 5th and subsequent offenses-possible OSS, student must turn cell phone into administration for time determined by administration, parent meeting, and minimum 2 weeks SOC</li> </ul>
<p><b>Failure to follow an administrator’s directive</b></p>	<ul style="list-style-type: none"> <li>● Up to 3 days OSS</li> </ul>
<p><b>False Accusations:</b> Any false accusations made against a student or staff member with the intent to defame their character or reputation</p>	<ul style="list-style-type: none"> <li>● Up to 10 days ISS or OSS pending the severity</li> </ul>
<p><b>Fighting</b></p> <ul style="list-style-type: none"> <li>● If fighting is premeditated, consequences will be increased</li> </ul>	<ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Referral to Superintendent/ School Committee for additional suspension</li> <li>● Possible police notification</li> </ul>
<p><b>Fire regulation violation</b></p> <ul style="list-style-type: none"> <li>● Bomb threat</li> <li>● Fire</li> <li>● Bomb</li> <li>● Fireworks</li> <li>● Smoke bomb</li> <li>● Stink Bomb</li> </ul>	<ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● Referral to Superintendent/School Committee</li> <li>● Police notification</li> <li>● Referral for counseling</li> <li>● Referral to Fire Starter's Intervention Program</li> <li>●</li> </ul>
<p><b>Hateful Act/Crime - including cyber transmissions</b></p> <p>An action motivated by hate due to some characteristics or perceived characteristics of a person or people. Any act, or attempted act, to cause physical injury, emotional suffering or</p>	<ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Referral to Superintendent/School Committee</li> <li>● Possible police notification</li> <li>● Referral for counseling</li> </ul>



<p>property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to a person's religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment. Should the hateful act be determined to be criminal in nature, police charges may be filed.</p>	
<p><b>Plagiarism/Cheating</b></p> <ul style="list-style-type: none"> <li>• Including cyber transmissions, academic dishonesty</li> </ul>	<p>1st offense-</p> <ul style="list-style-type: none"> <li>• "0" for assignment</li> <li>• Parent contact by teacher</li> <li>• Report incident to the administration</li> </ul> <p>2nd and subsequent offenses-</p> <ul style="list-style-type: none"> <li>• 0" for assignment</li> <li>• Mandatory parent conference with teacher and administrator</li> </ul>
<p><b>Sexual harassment - including cyber transmissions</b></p> <p>See district sexual harassment POLICY (APPENDIX)</p>	<ul style="list-style-type: none"> <li>• Up to 10 days OSS</li> <li>• Referral to Superintendent /School Committee for additional suspension</li> <li>• Police notification</li> <li>• Referral for counseling</li> </ul>
<p><b>School property - failure to return</b> textbook(s), Chromebooks (see Chromebook agreement) or other non-consumable supplies and equipment</p>	<ul style="list-style-type: none"> <li>• If a textbook, Chromebook, classroom issued equipment is not returned, or has been lost or stolen, reimbursement for the full cost of the textbook/equipment must be made prior to issuing a final grade for a course if a book/equipment is noted as a course requirement in the course syllabus. If payment is not made, a grade of incomplete and indefinite social suspension will be issued until restitution is made.</li> </ul>
<p><b>Sexual harassment - including cyber transmissions</b></p> <p>See district sexual harassment POLICY (APPENDIX)</p>	<ul style="list-style-type: none"> <li>• Up to 10 days OSS</li> <li>• Referral to Superintendent /School Committee for additional suspension</li> <li>• Possible police notification</li> <li>• Referral for counseling</li> </ul>

<p><b>Controlled Substances and/or Other Drugs:</b></p> <p>A.</p> <p>Student possession, of or being under the influence of Alcohol</p> <p>See BWRSD Policy JFCH</p>	<p>1st offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police Notification</li> <li>● Parent Contact</li> <li>● Referral to Student Assistance Counselor</li> </ul> <p>2nd offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police notification</li> <li>● Parent Contact</li> <li>● Parent written notification requiring parent to contact</li> <li>● Referral to the superintendent for possible additional</li> <li>● Referral to Student Assistance Counselor</li> </ul> <p>3rd offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police notification</li> <li>● Parent written notification requiring parent to contact the superintendent for a hearing. The superintendent may recommend a suspension of up to 180 school days which will require a school committee hearing and/or Social Suspension (attendance at extracurricular activities), of up to 180 days.</li> </ul>
<p><b>Controlled Substance and/or Other drugs</b></p> <p>B.</p> <p>Student involvement in, or attempt to sell, solicit, transfer</p> <p>See BWRSD JFCH Policy</p>	<p>1st offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police notification</li> <li>● Parent Contact</li> <li>● Parent written notification requiring parent to contact the superintendent for a hearing. The superintendent may recommend a suspension of up to 180 school days which( will require a school committee hearing) and/or Social Suspension (attendance at extracurricular activities), of up to 180 days</li> </ul> <p>2nd offense</p> <ul style="list-style-type: none"> <li>● Automatic suspension for up to 180 school days by the school committee</li> </ul>
<p><b>Controlled Substances and/or Other Drug</b></p> <p>C.</p> <p>Being under the influence of Alcohol, Controlled Substances and/or Other Drugs.</p>	<p>1st offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police Notification</li> <li>● Parent Contact</li> <li>● Referral to Student Assistance Counselor</li> </ul> <p>2nd offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> </ul>

<p>See BWRSD JFCH Policy</p>	<ul style="list-style-type: none"> <li>● Police notification</li> <li>● Parent Contact</li> <li>● Parent written notification requiring parent to contact</li> <li>● Referral to the superintendent for possible additional</li> <li>● Referral to Student Assistance Counselor</li> </ul> <p>3rd offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police notification</li> <li>● Parent written notification requiring parent to contact the superintendent for a hearing. The superintendent may recommend a suspension of up to 180 school days which will require a school committee hearing and/or Social Suspension (attendance at extracurricular activities), of up to 180 days.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Controlled Substances and/or Other</b> D. Drug paraphernalia (possession of) See BWRSD JFCH Policy</li> </ul>	<p>1st offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police notification</li> <li>● Parent Contact</li> <li>● Referral to Student Assistance Counselor</li> </ul> <p>2nd offense</p> <ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Police notification</li> <li>● Parent Contact</li> <li>● Referral to superintendent</li> <li>● Referral to school Student Assistance Counselor</li> </ul>
<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>● Including cyber threats</li> </ul>	<ul style="list-style-type: none"> <li>● Up to 10 days OSS</li> <li>● Possible referral to Superintendent/School Committee for additional suspension</li> <li>● Police notification</li> <li>● Parent meeting</li> <li>● Referral for counseling</li> </ul>
<p><b>Tobacco</b></p> <p>Possession or transfer or use of tobacco, smoking In school or on designated school grounds.</p>	<p>1st offense</p> <ul style="list-style-type: none"> <li>● 4 OD's,</li> <li>● SOC until the 4 OD's are served,</li> <li>● parent contact,</li> <li>● Referral to Student Assistance counselor</li> </ul>

<ul style="list-style-type: none"> <li>This includes but is not limited to cigarettes, E-cigarettes, vapor pens.</li> </ul> <p>See BWRSD Policy JFCH</p>	<p>2nd offense</p> <ul style="list-style-type: none"> <li>OSS up to 3 days</li> <li>Parent Contact</li> <li>Referral to Student Assistance Counselor</li> </ul> <p>3rd offense</p> <ul style="list-style-type: none"> <li>OSS up to 5 days</li> <li>Parent Contact</li> </ul>
<p><b>VANDALISM, EXTORTION, THEFT*</b></p>	<ul style="list-style-type: none"> <li>Up to 10 days OSS,</li> <li>police notification,</li> <li>restitution,</li> <li>parent meeting</li> </ul>
<p><b>Video recording or photographing staff/students without permission</b> OR inappropriate use of, or distribution of, or posting of pictures/videos of staff/students without permission</p>	<ul style="list-style-type: none"> <li>1st offense- Up to 1 day OSS, parent contact</li> <li>2nd and subsequent offenses- up to 3 days OSS, parent meeting, and minimum 2 weeks SOC</li> </ul>
<p><b>Weapon or dangerous instruments</b></p> <ul style="list-style-type: none"> <li>Student possession, handling, or transferring of any</li> </ul>	<ul style="list-style-type: none"> <li>Up to 10 days OSS</li> <li>Referral to Superintendent/School Committee for exclusion</li> <li>Police Notification</li> <li>Confiscation</li> </ul>

## **POLICIES**

### **ATTENDANCE/ABSENCE/TARDINESS/TRUANCY**

*School attendance is compulsory by law.*

*Rhode Island State Law 16-19-01 and 16-19-06 requires that every boy and girl less than 18 years of life shall regularly attend some public school during all days and hours that the public schools are in session. It is the responsibility of the parent under 16-19-01.*

#### **Absences**

If a student is absent, a parent/guardian must call the **KMS Attendance Office** at 245-2010, extension 2279.

Absences are only excused when an official/written medical excuse is provided. Per guidance from the truancy diversion program, the only excused absences are those supported by medical documentation or those authorized by the administration.

#### **Tardiness**

Students must be on time to school. A student is tardy for school if he/she is not in homeroom by 7:35 a.m.

#### **Early Dismissals**

Early dismissals will be excused by the administration for emergency reasons only. Dismissals for reasons other than an emergency will be at the discretion of administration. Those deemed unexcused will result in no make up work.

A note must be presented to the attendance office on the day of dismissal and the note will be verified. No early dismissals will be taken over the phone without verification. If a student is dismissed early, he/she will NOT be allowed to participate in extracurricular activities for that day. NOTE: Appointments are not valid reasons for absence and should be scheduled after school.

### **Truancy**

Students that are truant from school may receive disciplinary action at the discretion of administration. In addition, a truancy court referral may be made in accordance with the school's attendance policy.

## **RHODE ISLAND STATEWIDE BULLYING POLICY Safe School Act (effective June 30, 2012)**

### **INTRODUCTION**

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This Statewide Bullying Policy is promulgated pursuant to the authority set forth in Section 16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

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#### 1. DEFINITIONS

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

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

- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

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

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

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

AT SCHOOL means:

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

## 2. SCHOOL CLIMATE

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

## 3. POLICY OVERSIGHT and RESPONSIBILITY

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

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

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

#### 4. INFORMATION DISSEMINATION

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

This policy shall be:

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

#### 5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon ([Bullying Report Form](#))

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

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

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

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

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

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not



be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

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

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

## 6. INVESTIGATION/RESPONSE

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

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

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

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

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

## 7. DISCIPLINARY ACTION

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

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact

- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

#### 8. 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.

#### 9. 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.

#### 10. OTHER REDRESS

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

11. **ADOPTION OF POLICY:** The governing bodies of all schools approved for the purpose of Sections 16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012 ADOPTED: July 16, 2012

BRISTOL WARREN REGIONAL SCHOOL DISTRICT, BRISTOL, RHODE ISLAND

ADOPTED: July 16, 2012

BRISTOL WARREN REGIONAL SCHOOL DISTRICT, BRISTOL, RHODE ISLAND

### **BUS SAFETY CODE**

Safe and efficient transportation of students requires the cooperation of parents, educators and bus personnel. Any student action or demeanor, which deviates from civil practices of boarding, riding or exiting buses, must be reported in writing to the principal or his/her designee. The bus driver and monitor are in complete charge of the bus and its students with safety as his/her primary concern. Students must obey the bus driver and monitor.

The following rules apply to student behavior on buses.

- No fighting, roughhousing or any other actions which are threats to safety
- No inappropriate language

- No littering the bus or throwing objects out of the windows as stipulated by state law.
- All riders must keep head, hands and arms inside the bus at all times in accordance with state law
- Students must remain seated until the bus reaches its destination.
- Students may be assigned seats, if deemed necessary by the bus driver or monitor.
- Smoking of any substance on the school bus, use of matches or a cigarette lighter are serious violations of the Bus Safety Code.

Disciplinary action is solely the responsibility and authority of the school principal or his/her designee. Violations will be processed as follows:

**First Offense** - A warning and up to two periods of school detention

**Second Offense** - A five day suspension of bus privileges

**Third Offense** - A ten day suspension of bus privileges

**Fourth Offense:** - Possible loss of bus privilege for remainder of the year

All violations will be referred to the principal or his/her designee on the approved referral form. All provisions of the Code of Conduct are applicable while students are riding on the bus. Please note that a single serious bus code violation could result in bus suspension or more serious discipline consequence.

Please see Bristol Warren Regional School District Policies JFCC and EEACC-R Regarding Student Conduct on school buses for more information.

## **Technology Resources Responsible Use Policy**

Child Internet Safety Act (CIPA) Compliance - Bristol Warren Regional School District (BWRSD) Internet filtering is in accordance with the federal CIPA. Schools educate users on personal safety practices and effective techniques for identifying and evaluating information and its sources.

### **Introduction**

The BWRSD is pleased to offer authorized users access to district devices, the network, the Internet and an array of technology resources to promote educational excellence. Authorized users include students, staff and guests and will be hereafter referred to as simply users. Each user is responsible for his/her use of technology whether it is provided by the district or it is a personal device. While using the BWRSD or personal technology resources on school property (school vehicles, school-sponsored events, etc.) as well as using the BWRSD technology resources via remote access and/or at home, each user shall act in a manner consistent with school, the BWRSD and legal guidelines.

## **Using BWRSD Technology Resources**

The BWRSD network is comprised of technological systems which are connected to the Internet. The Internet enables users to interact with millions of networks and computers. All access to the BWRSD network shall be preapproved by the BWRSD. The network and Internet access available through the BWRSD serves the purpose of promoting learning, enhancing instruction, and supporting business practices, and is for the mutual benefit of all users. The use of the BWRSD network and Internet access is a privilege, not a right. Users shall not attempt to disrupt the operation of the network or equipment and/or interfere with the learning or work of the BWRSD users. The BWRSD may restrict or terminate any user's access, without prior notice, upon approval of the Technology Director or designee. Additional disciplinary action may be imposed as outlined in the school/employee handbooks.

## **Respect**

All users shall respect other BWRSD users and property when using technology resources by:

- Using assigned workstations or devices
- Being considerate
- Always logging out of accounts at workstations after finishing work
- Not disrupting system performance or interfering with the work of other users
- Leaving equipment and surroundings in designated locations in good condition for the next user or class
- Immediately reporting issues via the technology support links on the BWRSD website

## **Ethical Conduct**

It is the responsibility of the user to:

- Use only his or her account and password
  - It is a violation of this policy to give access to an account to any other user
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources
- Not read, modify, remove or delete files owned by other users
- Use the BWRSD technology resources in a manner that is consistent with the mission of the school system
  - Use of the BWRSD technology resources for private gain is prohibited.
- Support the integrity of technology resources
  - Deliberate tampering or experimentation is not allowed; including illicit access, tampering with, or experimenting with systems outside of the BWRSD.
- Refrain from using offensive, obscene, or harassing language
- Appropriately use licensed software
  - Copying, modifying or borrowing copyrighted software is a serious federal offense which is not permitted

## **Internet Safety and Security**

- Information may not be posted if it: violates the privacy of others, jeopardizes the health and Users are not to reveal personal information (for example: last name, home address, phone number) in correspondence with unknown parties.
- Users should not post information which may identify an individual on the Internet (for example: student last name with picture, etc.).
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing Internet sites that are inconsistent with the educational mission of the BWRSD.
- Users are prohibited from viewing, sending, and accessing illegal material.

- Users have the responsibility to cite and credit all Internet material used.
- Users are prohibited from downloading illegal material or inappropriate content while using district owned and/or personal devices.
- Any device placed on the BWRSD network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities.
- The BWRSD reserves the right to monitor and investigate any and all activities on BWRSD-owned and personally-owned computing equipment and accounts on the BWRSD network.

ADOPTED: June 27, 2016

CROSS REF: Information Technology Student Equipment Policy (JFBC)  
Technology Device Care and Use Policy Guide (JFBC-E)

## **DUE PROCESS**

**If a parent believes a disciplinary action toward their child was unjust, they may appeal using the following process.**

1. Contact the administrator that assigned the punishment and request a meeting.
2. If the parent is not satisfied with the results of the meeting with the administrator, they may appeal to the principal. They should contact the principal's office.
3. If the parent is not satisfied with the results of the meeting with the principal, they may appeal to the superintendent. They should contact the office of the superintendent.
4. If the parent is not satisfied with the results of the meeting with the superintendent, they may request a meeting with the school committee.
5. Appeals of school committee decisions are directed to the Rhode Island Department of Education and/or the court system.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

### NOTIFICATION RIGHTS

The Bristol Warren Regional School District makes school records available to parents and students over 18 years of age (eligible students) according to the Family Educational Rights and Privacy Act (FERPA). In regard to the student's education records, FERPA affords the following rights to parents and "eligible students":

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a Hearing regarding the request for

amendment. Additional information regarding the hearing Procedures will be provided to the parent or eligible student when notified of the right of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's Educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Directory type information is also disclosed without consent in a manner consistent with FERPA and the District policy regarding education records. Directory type information includes but is not limited to the student's name, address, telephone listing, date and place of birth, major or field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institute attended.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

A copy of the Bristol Warren Regional School District's Policy regarding education records is available in the Office of the Superintendent of Schools.

## **NON-DISCRIMINATION POLICY**

The Bristol Warren Regional School District does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities, on the basis of race, religion, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972 on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act (ADA); or on the basis of age, in accordance with Age Discrimination Act of 1975 (Age Discrimination Act); or on the basis of sexual orientation in accordance with the Rhode Island General Laws.

Inquiries concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, and their respective implementing regulations may be referred to:

Director of Administration  
Bristol Warren Regional School District  
151 State Street  
Bristol, Rhode Island 02809-2205

(401)-253-4000

whom the school district has designated this individual to coordinate its compliance activities with these regulations and investigate complaints filed through its internal grievance procedure. Such inquiries also may be referred to: Executive Assistant to the Commissioner for Equity and Access, RI Department of Elementary and Secondary Education, Shepard Building, Room 505, 255 Westminster Street, Providence, Rhode Island 02903, Tel: 222-4600 ext. 2015

or

the U.S. Department of Education, Office for Civil Rights (OCR), J.W. McCormack POCH, Boston, Massachusetts, 02109-4557. Generally, within 180 calendar days of alleged discrimination or harassment, or within 60 days of receiving notice of the Bristol Warren Regional School District's final disposition on a complaint filed through Bristol Warren Regional School District's internal grievance procedure, the grievant also may file a complaint with OCR.

ADOPTED: November 18, 1996 REVISIED: November 20, 2000.

## PLAGIARISM

Any attempt to present someone else's work as one's own, on quizzes, examinations, reports, or term papers, constitutes plagiarism. There are various forms of plagiarism. The following are the most common:

- 1. Word-for-word plagiarism.** This includes: a) submission of another student's work as one's own; b) the submission of work from any source whatever (book, magazine, newspaper article, unpublished paper or thesis) without proper acknowledgement by footnote or reference within the text of the paper; and c) the submission of any part of another's work without proper use of quotation marks.
- 2. Patchwork plagiarism.** This consists of piecing together of unacknowledged phrases and sentences quoted verbatim (or nearly verbatim) from a variety of sources. The mere reshuffling of other peoples' words does not constitute "original" work.
- 3. Unacknowledged paraphrase.** It is perfectly legitimate to set forth another author's facts or ideas in one's own words, but if one is genuinely indebted to the other author for these facts or ideas, the debt must be acknowledged by footnote or reference within the text of the paper.<sup>1</sup>

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## SEXUAL HARASSMENT

### 1. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sexual discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Rhode Island statutes.

It is the policy of the Bristol Warren Regional School District to maintain learning and working environments that are free from sexual harassment. The District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the Bristol Warren Regional School District to harass any student or employee through conduct or communication of a sexual nature as defined by this policy.

The District will act to investigate all complaints, whether formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the District.

### 2. Sexual Harassment Defined

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
  2. Submission to or reject of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

- b. Sexual harassment may include, but is not limited to:
  1. Verbal harassment or abuse;
  2. Subtle pressure for sexual activity;
  3. Inappropriate patting or pinching;
  4. Intentional brushing against a student's or an employee's body;
  5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; or
  6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  7. Any sexually motivated unwelcome touching.

### 3. Discipline for sexual harassment

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Rhode Island statutes and Bristol Warren Regional School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

ADOPTED: August 16, 1993

Bristol Warren Regional School District, Bristol, RI

**See the Bristol Warren Regional School District's policy book for the full Sexual Harassment Policy.**

2002-2003 Rhode Island College Student Handbook, p. 38. The statements above were copied, with minor variations, from the Rhode Island College Handbook



## **TOBACCO USE**

In accordance with Rhode Island Law 92-230, the Smoking Restrictions in Schools Act, the use and/or possession of tobacco and all tobacco products including electronic cigarettes or similar devices is prohibited on school property. School property shall include but not be limited to all buildings, grounds and facilities, including school sponsored events, which are under jurisdiction of the School Committee.

Smoking cessation programs will be offered to students.

## **STUDENT PENALTIES**

### **I. Use, Possession\* or Transfer of Tobacco Products**

#### **First Offense:**

- A. The student will be assigned 4 hours of detention and will be assigned social suspension until this obligation is met.
- B. The Principal or designee will attempt to contact by telephone the student's parent/guardian, and a First Class prepaid letter will be sent to the student's residence.
- C. The student will be referred to the Student Assistance Counselor.

#### **Second Offense:**

- A. The student will receive up to a 3 day Out of School Suspension (OSS) or Extended Day Support (EDS) suspension.
- B. The Principal or designee will attempt to contact by telephone the student's parent/guardian and a First Class prepaid letter will be sent to the student's residence.
- C. The student will be referred to the Student Assistance Counselor.

#### **Third and Subsequent Offenses:**

- A. The student will receive up to a 5 day OSS/EDS suspension.
- B. The Principal or designee will attempt to contact by telephone the student's parent/guardian and a First Class prepaid letter will be sent to the student's residence.

## **Use of AOD by Students**

### **II. Possession\* or Being Under the Influence of ALCOHOL**

#### **First Offense:**

- A. The student will be suspended out-of-school for up to ten (10) school days and will receive up to ten (10) weeks of social suspension. The Bristol or Warren Police Department will be asked to assist the Principal or designee in investigating all cases involving alcohol.

- B. The Principal or designee will attempt to immediately contact by telephone the student's parent/guardian and a First Class prepaid letter will be sent to the student's residence.
- C. The student will be referred to the Student Assistance Counselor.

Second Offense:

- A. The student will be suspended out-of-school for up to ten (10) school days and will receive up to ten (10) weeks of social suspension. The Bristol or Warren Police Department will be asked to assist the Principal or designee in investigating all cases involving alcohol.
- B. The Principal or designee will attempt to immediately contact by telephone the student's parent/guardian and a First Class prepaid letter will be sent to the student's residence.
- C. The student will be referred to the Student Assistance Counselor.
- D. The student will be referred to the Superintendent for possible additional suspension.

Third Offense:

- A. The student will be suspended out-of-school for up to ten (10) school days and will receive up to ten (10) weeks of social suspension. The Bristol or Warren Police Department will be asked to assist the Principal or designee in investigating all cases involving alcohol.
- B. The Principal or designee will attempt to contact by telephone the student's parent/guardian.
- C. A First-Class prepaid letter and/or a Certified Mail, Return Receipt Requested – Restricted Delivery letter will be mailed to the student's home address requiring the parent/guardian to contact the Superintendent of Schools to schedule a hearing. The Superintendent may make a recommendation to suspend the student up to one-hundred and eighty (180) school days which will require a school committee hearing. The student will not be eligible to participate in and/or attend any athletic events or extracurricular activities, including driver education for up to one-hundred and eighty (180) school days.

III. Possession or being under the influence of a controlled substance\*\* and/or other drug

First Offense:

- A. The student will be suspended out of school for up to ten (10) school days and will receive up to ten (10) weeks of social suspension. The Bristol or Warren Police Department will be asked to assist the principal or designee in investigating all cases involving controlled substances and/or other drugs.
- B. The principal or designee will attempt to immediately contact by telephone the student's parent/guardian and a First Class prepaid letter will be sent to the student's residence.
- C. The student will be referred to the Student Assistance Counselor.

Second Offense:

- A. The student will be suspended out of school for up to ten (10) school days and will receive up to ten (10) weeks of social suspension. The Bristol or Warren Police Department will be asked to assist the Principal or designee in investigating all cases involving controlled substance and/or other drugs.
- B. The principal or designee will attempt to immediately contact by telephone the student's parent/guardian.

- C. A First-Class prepaid letter and/or a Certified Mail, Return Receipt Requested – Restricted Delivery letter will be mailed to the student’s home address requiring the parent/guardian to contact the Superintendent of Schools to schedule a hearing. The Superintendent may make a recommendation to suspend the student up to one-hundred and eighty (180) school days which will require a school committee hearing. The student will not be eligible to participate in and/or attend any athletic events or extracurricular activities for up to one- hundred and eighty (180) school days.

IV. Sale, solicitation, transfer, or attempted sale, transfer, solicitation of a controlled substance and/or other drug to another person.

First Offense:

- A. The student will be suspended out-of-school for up to ten (10) school days and will receive up to ten (10) weeks of social suspension. The Bristol or Warren Police Department will be asked to assist the Principal or designee in investigating all such incidents.
- B. The principal or designee will attempt to immediately contact by telephone the student’s parent/guardian and a First Class prepaid letter will be sent to the student’s residence.
- C. A First-Class prepaid letter and/or a Certified Mail, Return Receipt Requested – Restricted Delivery letter will be mailed to the student’s home address requiring the parent/guardian to meet with the Superintendent of Schools to schedule a hearing before the School Committee where lengthening of suspension up to one-hundred and eighty (180) school days will be considered. Counseling services by the Student Assistance Counselor will be mandatory. The student will not be eligible to participate in and/or attend any athletic events or extracurricular activities, including driver education, for up to one-hundred and eighty (180) school days.
- D. The student will be referred to the Student Assistance Counselor.

Second Offense (Transfer of Controlled Substance)\*\*\*:

The student will be automatically suspended for up to one-hundred and eighty (180) school days by School Committee action.

- \* Possession means to have in or on your person, personal effects, motor vehicle, and any areas substantially entrusted to the control of the person such as desks, files and locker.
- \*\* Controlled substance(s) include: any drug listed in 21 U.S.C. 812 other federal regulations. Generally, all illegal drugs and substances are included such as marijuana, heroin, morphine, cocaine, ecstasy, or opium derivatives, LSD, DMT, STP, amphetamines, methamphetamines, and barbiturates. This does not include prescription drugs in the amount prescribed by a registered physician for that person.
- \*\*\* Controlled substance(s) include any drug listed in 21 U.S.C. 812 other federal regulations. Generally, all illegal drugs and substances are included such as marijuana, heroin, morphine, cocaine, ecstasy, or opium derivatives, LSD, DMT, STP, amphetamines, methamphetamines, and barbiturates.

Each student shall receive a copy of this policy, which shall be included with the Student Discipline Code. A copy of this policy shall be provided to the parent(s)/ guardian(s) of each student. This policy will become effective upon adoption.

ADOPTED: February 20, 1996  
REVISED: February 25, 2002  
May 23, 2011  
May 13, 2013  
June 22, 2015  
LEGAL REFS.: Rhode Island Law 92-230





