

**Edward R. Martin Middle School
Student Handbook
2017-2018**



**111 Brown Street
East Providence, RI 02914
(401) 435-7819**

**Fatima Avila
Principal**

**Robert Perry
Assistant Principal**

**Richard Small
Dean of Students**

Our Core Values are:

Respect, Organization, Achievement, Responsibility & Safety

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Phone & Email Directory

Main Office: (401) 435-7819

Individual teacher email addresses are the teacher's first initial followed by last name @epschoolsri.com (e.g. jtownie@epschoolsri.com). See the Martin Middle School website for a directory of teacher email addresses.

| Position | Name | Phone Ext | Email Address |
|--|-----------------------|-----------|------------------------------|
| Principal | Fatma Avila | Ext 100 | favila@epschoolsri.com |
| Assistant Principal | Robert Perry | Ext 104 | rperry@epschoolsri.com |
| Richard Small | Dean of Students | Ext 100 | rsmall@epschoolsri.com |
| Filomena Cunha | Secretary | Ext 100 | fcunha@epschoolsri.com |
| Gail Costa | Secretary | Ext 104 | gcosta@epschoolsri.com |
| School Nurse | Dawn Britto | Ext 105 | dabritto@epschoolsri.com |
| Guidance Department Coordinator | Robert Anastasi | Ext 108 | ranastasi@epschoolsri.com |
| Guidance Counselor | Gary Faragalli | Ext 111 | gfaragalli@epschoolsri.com |
| Guidance Counselor | Dara Pond | Ext 124 | dpond@epschoolsri.com |
| Guidance Secretary | Donna Briggs | Ext 106 | dbriggs@epschoolsri.com |
| ELA Department Coordinator | Kelley Richardson | | krichardson@epschoolsri.com |
| Social Studies Department Coordinator | Pamela Sunday | | psunday@epschoolsri.com |
| Mathematics Department Coordinator | Patricia Usenia | | pusenia@epschoolsri.com |
| Science Department Coordinator | Pam Thacker | | pbthacker@epschoolsri.com |
| Special Education Department Coordinator | Marianne Walsh | Ext 150 | mwalsh@epschoolsri.com |
| Librarian | Rosemary Driscoll | Ext 129 | rdriscoll@epschoolsri.com |
| Library Secretary | Marta Monteiro | Ext 109 | mmonteiro@epschoolsri.com |
| School Psychologist | Lucia Frantantaro | Ext 122 | lfrantantaro@epschoolsri.com |
| School Psychologist | April Valois | Ext 112 | avalois@epschoolsri.com |
| School Social Worker | Debra McCarty | Ext 1119 | dmccarty@epschoolsri.com |
| School Resource Officer | Officer Cheri Almeida | Ext 100 | calmeida@epschoolsri.com |

2017-2018 SCHEDULE

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|---|----------|--|--|--|--|--|--|
| 7:45 – 8:00 (15 min) | Homeroom | Homeroom | Homeroom | Homeroom | Homeroom | Homeroom | Homeroom |
| 8:00 – 8:45 (45 min) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8:45 – 9:35 (50 min) | 2 | 3 | 4 | 5 | 6 | 7 | 1 |
| 9:35 – 10:25 (50 min) | 3 | 4 | 5 | 6 | 7 | 1 | 2 |
| 10:25 – 11:15 (50 min) | 4 | 5 | 6 | 7 | 1 | 2 | 3 |
| 11:15 – 11:40 11:45 – 12:10 12:15 – 12:40 (85 min) | 5 | 6 | 7 | 1 | 2 | 3 | 4 |
| | | 1 st Lunch: 8th 2 nd Lunch: 7th 3 rd Lunch: 6th | 1 st Lunch: 8th 2 nd Lunch: 7th 3 rd Lunch: 6th | 1 st Lunch: 7th 2 nd Lunch: 6th 3 rd Lunch: 8th | 1 st Lunch: 7th 2 nd Lunch: 6th 3 rd Lunch: 8th | 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th | 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th |
| 12:40 – 1:30 (50 min) | 6 | 7 | 1 | 2 | 3 | 4 | 5 |
| 1:30 – 2:15 (45 min) | 7 | 1 | 2 | 3 | 4 | 5 | 6 |

General Information

School Hours are 7:55am-2:15pm. The doors to MMS open at 7:45. Students enter the building through the Brown St. entrance and report directly to homeroom. Attendance for the day will be submitted at 8:00am. Any student who arrives after 8:00am must enter through the Main Office entrance and sign in at the Main Office.

Bus Transportation. Students who are eligible to take a bus to school (as determined by the East Providence School Department) will be dropped off in front of Martin Middle School between 7:30am and 7:45am. Bus stops and schedules will be published in local newspapers prior to the start of the school year and also on the website of the East Providence School Department (www.epschoolsri.com). At the beginning of the school-year, students will be issued a bus pass that they must present to the bus driver upon entering the bus. Students are expected to adhere to school rules while riding the bus and if conduct on the bus is inappropriate, the privilege may be revoked. Students are not allowed to ride any bus other than their assigned one and guests are not allowed on the bus. Requests for changes in bussing are made through the Transportation Office at (401) 431-4632.

Late Bus. Students who stay after school to work with a teacher, to participate in a school activity such as a club, or to stay after school for detention may take the late bus. The late bus is only available to students who live within the district approved bussing area. The late bus arrives at MMS at 3:30 pm and makes stops throughout the bussing area. Teachers or staff members who coordinate after school activities will provide students with a late bus pass and students must present the bus pass before boarding the late bus.

Drop-Off Procedures. Parents or guardians who choose to drop off students at Martin Middle School are asked to please follow safety procedures and pay attention to traffic patterns and signage when entering the Martin Middle School property. Drivers are asked to drive right through the outside circle at the Main Office entrance and pull as close as possible to the flagpole when dropping off or picking up students. In the event that a driver of a car has to come into the school, their car must be parked in a parking spot. Cars should not be left parked in front of the Main Office entrance. Also, cars are not allowed in the bus drop off areas in the driveway parallel to Brown St..

Notification Of School Closing, Delayed Opening or Early Dismissal. In the event of school closing due to inclement weather, a phone call will be made to the primary phone number of all East Providence School Department students. Please be sure to keep contact information up to date in the Skyward student information system. Information about school closings are also available in the following media outlets:

- Radio Stations: WPRO, WWLI, WLKW, WHJJ
- TV Stations and media websites: WJAR 10, WPRI 12, ABC6
- Rhode Island Broadcasters Association website (<http://www.ribroadcasters.com>)

The Superintendent of Schools has the option to delay the opening of school for one hour. In such an event, students should arrive to Martin Middle School at 8:45 am.

Nurse's Office: The school nurse is available to students who are ill or who are in need of specific, physician-approved medications during the day. Students are only allowed to visit the nurse if they have a pass signed by a teacher or staff member. Students may not visit the Nurse's Office between classes without a signed pass. Parents should contact the school nurse at the beginning of the school year to arrange individual student medication needs. Students who need to go home during the school day due to illness are dismissed through the nurse's office.

Student Planners and Hall Passes: Each student is provided a planner notebook at the beginning of the school year. The planner is a useful organization tool and contains Passport Pages to be used as a hall pass. Before a student is dismissed from any classroom, that student must have the student planner Passport Page signed, identifying the

date, time, destination, and a teacher/staff signature. Students should also use the planner to organize homework, test, quiz and project due dates.

School Email and use of Technology. Students will receive an @epschoolsri.com email address and Google For Education account that they will keep through high school. This account will provide access to curriculum tools like Google Classroom. Students should only use this school account for education purposes and the East Providence Schools reserves the right to monitor the account use. Students are encouraged to communicate with teachers regularly through their @epschoolsri.com email account.

Positive Behavioral Interventions and Supports (PBIS).

Positive Behavioral Interventions and Supports (PBIS) is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. Positive Behavioral Interventions and Supports (PBIS) is a process that is consistent with the core principles of Response to Intervention (RTI). PBIS offers a range of interventions that are systematically applied to students based on their demonstrated level of need, and addresses the role of the environment as it applies to development and improvement of behavior problems (<http://www.pbis.org/school/rti.aspx>).

ROARS. The Martin Middle School Core Values are *Respect, Organization, Achievement, Responsibility & Safety*. Behavioral expectations are explained to students through these Core Values.

How Will Students Learn About Behavioral Expectations? Expectations will be taught and modeled throughout the school year, in all settings by all staff members. Students at Martin Middle School will receive intermittent positive reinforcement for following our school-wide expectations. Any staff member who observes a student demonstrating a desired behavior may give that student a “paw.” Students who receive a “paw” will be entered into a weekly raffle to win a prize. A chart with the MMS School-wide Expectations can be found at the end of this handbook.

Extra-curricular Activities

Clubs. Art Club, Robotics Club, Chess Club, Gaming & Animation Club, Homework Club, RAPP (for English Language Learners), Guitar Club, Student Council, Yearbook Club, MMS Theatre

School-Sponsored Events. Autumn, Winter and Spring Dances, Skate Nights, Dodgeball Tournament, Chorus Concert at Rhode Island State House, Color Run, Alton Jones Field Trip, Philadelphia Trip, Boston Field Trip, 6 Flags Concert for Band and Chorus, Field Days

Athletics. **Fall:** Girls Soccer, Boys Soccer, Cross Country **Winter:** Girls Basketball, Boys Basketball, Wrestling **Spring:** Unified Basketball, Softball, Baseball, Track & Field

Attendance Information

Absence, Late to School and Early Dismissal Procedures. In the event that a student is absent from school, s/he must present a written excuse to the MMS Main Office stating the reason for the absence and signed by the parent/guardian. This will count as an excused absence. A phone call made to the MMS Main Office does not constitute an excused absence as it must be made in writing. In the event that a student is absent for more than five consecutive days, a note from a physician is required in order for the absence to be considered excused. In the event that a student is late to school due to a medical or dental appointment, the student must present a note from a medical office at the time of arrival to MMS in order for the tardy to be excused. Please refer to the East Providence School Department Attendance Policy for more information.

In the event that a student must be dismissed early from school, a written request signed by the parent or guardian should be presented to the MMS Main Office. The time of dismissal is required on the request. Students will be dismissed through the MMS Main Office when the parent or guardian arrives. Students are not allowed to come to the Main Office until they are called from class. For safety reasons, **Only individuals whose name appears on the student's file will be allowed to take a student from school and proper photo identification must be presented to the Main Office.** Parents are encouraged to keep emergency contact forms and Skyward information current.

Unauthorized Absences and Truancy. An unauthorized absence is considered a **serious safety concern** and requires a meeting with the student, parent/guardian, and the Assistant Principal. Students are required to attend school and truancy is a violation of Rhode Island law. Continued violations will be referred to the School District's Attendance Officer and may result in referral to the Rhode Island Court system..

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

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

Breakfast and School Lunch Information

Lunch Program: The East Providence Public Schools and East Providence Dining Services both encourage parents to pre-pay meals for their children. Prepayments for lunch and breakfast can be made through the www.MySchoolBucks.com website. Parents are strongly encouraged to submit free/reduced lunch application forms yearly as well as whenever their household information or income changes. Applications can be submitted at any time and are available during registration or through East Providence Dining Services and at individual schools. All outstanding balances are the responsibility of the parent/guardian and must be paid within two (2) days of requesting a meal without funds to pay for it. Parents of students whose balances exceed \$10.00 will be notified and parents will have ten (10) days to pay or make arrangements to pay outstanding student balances. For additional information, please refer to the Food Service Program Meal Charge Policy (V.A.10a.)

Breakfast Protocol: Any Martin Middle School student may participate in the breakfast program, but only students purchasing food from Chartwells may be in the MMS Cafeteria in the morning. It is not a time to socialize and students may not bring in food from home. Students must first check in to homeroom and then report to the cafeteria for breakfast by 7:55 am. Student are expected to behave properly and only two students may sit at a table during breakfast. All food purchased in the cafeteria must be paid for at the time of purchase. Please refer to Food Service Program Meal Charge Policy (V.A.10a.) for more information.

Lunch Protocol: The cafeteria at Martin Middle School is a busy place and students are asked to follow all rules and protocols in order to promote the smooth running of the lunch program. Students are asked to enter the cafeteria in an orderly and calm manner and sit in the seat or section that has been designated to them. There are three sections of the cafeteria, designated by color (brown, red, and yellow) and only six (6) students may sit at each table. There are three lunch periods. In the cafeteria, a different section will be called up first each day, so students need to pay attention to directions. Students are expected to behave properly and stay at their tables when not in line for food or throwing out trash. In the event that a student does not follow the rules of the cafeteria, s/he may be designated a

seat in a different part of the cafeteria. Food and drink must be paid at the time of purchase. Please refer to the Food Service Program Meal Charge Policy (V.A.10a.) for more information. At the end of the lunch period, students will be dismissed in an orderly fashion.

Dress Code

The following dress code is not meant to be restrictive, but is intended to guide students and their parents/guardians in choosing clothing that is safe, appropriate, and not distracting to wear in school. Parents will be notified of any inappropriate dress. The Assistant Principal, Principal, or Dean of Students will be the authority in such cases. Any student who is in violation of the Dress Code protocol, will not be allowed to return to class until changing into appropriate clothes. In the event that a student does not have appropriate clothes, a parent/guardian will be called to provide a change of clothes or student may be asked to wear something to cover or replace the clothing item that violates the protocol. The following is a list of inappropriate dress for students:

- No “sagging” of pants. Pants should be worn with proper fit above the hip. No low-cut pants should be worn. No undergarments should be visible.
- No spaghetti strap tops, racer-back tops, halter tops, off-the-shoulder tops, tube tops, half shirts (showing one’s midriff), or low cut blouses/shirts. No undergarments should be visible.
- No sheer or see-through clothing is to be worn. This includes **clothing with cut-outs**.
- No articles of clothing or accessories with obscene/vulgar words, words referring to illegal substances (alcohol, tobacco, and/or drugs), and/or words and/or pictures depicting acts of violence are allowed.
- Shorts and skirts must be no shorter than one inch above the knee (even if tights/leggings are worn under).
- Leggings require a top/shirt long enough to reach mid-thigh.
- No coats/jackets may be worn or carried during the school day. Students may wear sweatshirts, sweaters or a lightweight fleece jacket.
- No headgear (e.g. hair picks, bandanas, hats, do-rags, sports head bands, etc.) may be worn during the regular school day.
- No pajamas pants and/or tops.
- Proper footwear is expected. No slippers.
- No chains, collars, rings, bracelets with studs or spikes.
- Proper hygiene is expected.

Grading and Report Card Information

Achievement is one of the core values of Martin Middle School and students are expected to put their best effort into assignments and assessments. Teachers set requirements and grading procedures in their classes. Students who receive all A’s (Summa Cum Laude) or A’s and B’s (Magna Cum Laude) are added to the quarterly honor roll and are recognized in local media. Letter grades are as follows: A=90-100 B=80-89 C=70-79 Failing=69 and below

Skyward Access. Students and parents can monitor academic progress on Skyward, the school information system. A link to the Skyward login is located on the school district website www.epschoolsri.com. Guidance counsellors can provide Skyward access information to students and parents.

Report Cards. Report cards will be sent home at the end of every Quarter (every 10 weeks). Parents/Guardians may keep the report card but must sign the label on the brown envelope. The signed envelope must be returned to the student’s homeroom teacher. If a parent/guardian does not receive a report card at the designated time, please contact a guidance counselor.

Make up work. Students who are absent are encouraged to contact their teachers through their school email on the day of their absence. The student is responsible for completing and submitting missed work after his/her absence. Students should plan to see teachers after-school to collect or hand in missed assignments.

School Property, Private Property and Cell Phones

The East Providence School Department provides a facility, property and education items for the safe and proper use of our students. Students are encouraged to leave non school-related property such as money, iPods, extra clothing and accessories, and tablets at home as Martin Middle School will not be responsible for the loss of these items. Any item brought into school that disrupts the learning environment will be confiscated and returned only to a parent or legal guardian.

Lockers. Each student will be assigned a locker. Students should not share their locker or the combination with another student. Student lockers are the property of the school department and are subject to inspection if circumstances warrant. If a student forgets his/her locker combination, s/he should see a guidance counselor. During physical education class or at athletic team practices, students should be sure to secure all personal items in a locked locker.

Damage to School Property. Any student who attempts to or intentionally damages school property will receive disciplinary measures such as school suspension and will be required to make monetary restitution.

Selling Or Trading of Personal Items. Students are not allowed to sell or trade personal items at Martin Middle School.

Cell Phones. The use of cell phones by students is not allowed during school hours of 7:45am-2:15pm. Students are expected to turn off and store their cell phones when they enter Martin Middle School. Students may also be instructed to put their phones away during school related activities after regular school hours. Martin Middle School is not responsible for any lost or stolen cell phones. It is the student's responsibility to hold onto his/her valuables at all times. If a student is seen or heard using a cell phone during the school day by a Martin Middle School staff member, the device will be turned into the Main Office and recorded by the secretary. The first time this happens, the student may pick up and sign for the phone at the end of the school day. If a student's phone is turned into the Main Office a second time, a parent will be required to come into MMS and pick up the phone.

Student Discipline

Classroom Detention: Students who do not follow classroom rules, as established by teachers, may be assigned a classroom detention. The length of the detention is determined by each individual teacher and a parent will be informed of the detention. If a student fails to stay for classroom detention, the student will be referred to the Dean of Students for office detention and the student will be subject to consequences related to Social Probation.

Office Detention. Students whose behavior or actions result in a disruption of the learning environment may be referred to the Dean of Students who will assign an after-school detention. Detention is held Monday-Thursday from 2:30-3:30 in the cafeteria. Students will be given a 24-hour notice of their assigned detention and a parent will be informed. Students reporting for detention must stay in their homeroom until 2:30 pm and then report immediately to detention. Students assigned detention who take a bus to and from school may take the late bus that arrives at MMS at 3:30pm.

Suspension and Expulsion. The term **suspension** means the denial of school privileges for not more than 10 consecutive school days. Suspendable actions by students require a mandatory meeting of the student, parent/guardian and the Dean of Students and/or the Assistant Principal/Principal upon the return to school.

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

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

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

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

Social Probation. After the 6th day of suspension, a student will not be allowed to participate in any extracurricular (co-curricular) activities for a period of 30 school days. If the student is suspended for a 7th day or more, s/he may not be allowed to participate in any co-curricular activities (including but not limited to intramural sports, PBIS school-wide events, school dances, Skate Night, etc.) for the remainder of the school year. Per East Providence School Committee policy, any student reaching 5 Unexcused Absences and/or 5 or more days tardy in a quarter may not participate in or attending any school extracurricular event. Attendance and/or participation is a privilege, and any student placed on social probation, is disallowed from any and all social activities for the remainder of the quarter. The student may start anew on the first day of the next quarter to improve their attendance.

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

Academic Dishonesty. Cheating is considered a serious matter and will result in the following disciplinary actions. The first time a student is found to be cheating he/she will receive a zero for the assignment. The student's teacher will notify parents. Notification will also be given to the Principal and guidance counselor. If a student is found to be cheating a second time, he/she will receive a zero for the work and a parent conference with the Principal will result.

Plagiarism. Documentation of all sources is important to avoid plagiarism, which is stealing of another's ideas, words, writing, or academic work, and implying that it is original. Both quoting and paraphrasing from an outside source,

including any technology without crediting that source is a form of plagiarism. Plagiarism will be addressed by disciplinary action including receiving a zero for work done.

School Resource Officer

The Police Officer assigned to Edward R. Martin Middle School as a School Resource Office (SRO) is a police officer employed by the East Providence Police Department. The SRO is responsible for all of the police-related activities at the school where they are assigned. They establish a rapport with students, faculty, and the community. The SRO will act as a liaison between the school and the police department. The SRO has the responsibility of handling campus-related problems that range from crime prevention to law enforcement, investigative follow-up, individual and group counseling, and delinquency. A working knowledge of the community's social service agencies and the adult and juvenile justice system are essential. The SRO will be a referral source for various social service agencies. The SRO will interact with area residents and businesses to form partnerships in crime prevention and controlling or redirecting illicit youth group activity. He or she may participate in meetings and committee work within the officer's assigned school.

EAST PROVIDENCE SCHOOL DISTRICT POLICIES

Safe School Act: Statewide Bullying Policy

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

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

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

1. DEFINITIONS

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

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

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

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of

any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

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

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

AT SCHOOL means:

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

2. SCHOOL CLIMATE

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

3. POLICY OVERSIGHT and RESPONSIBILITY

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

4. INFORMATION DISSEMINATION

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

5. REPORTING

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

6. INVESTIGATION/RESPONSE

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

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying,

cyber-bullying or retaliation shall include, but not be limited to:

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

Sexual Harassment Policy

SEXUAL HARASSMENT – STUDENTS

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

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

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

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

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

Zero Tolerance Policy

ZERO TOLERANCE – VIOLENCE

Incidents of violence will not be tolerated in any form by the School Department. This includes acts of violence against any student, staff member, or any visitor to a school or property or at any school sponsored activity, on or off school grounds. Violators of this section shall be subject to a suspension and/or expulsion hearing. The Memorandum of Understanding between the East Providence Police Department and East Providence School Department outlines an agreement between the school department and the police department to maintain an open

line of communication to deal with and prosecute those persons who pose a threat to the safety of students and staff in school.

ZERO TOLERANCE – WEAPONS

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

ZERO TOLERANCE – DRUGS AND ALCOHOL

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

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

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

MMS School-Wide Expectations - ROARS

| All | Classroom | Hallway | Lockers | Cafeteria | Bus /Bus Stop | PE | Art |
|--|--|--|--|---|--|---|--|
| Respect | | | | | | | |
| -Kind words -Active listening | -Raise hand -Listen to speaker | -Walk quietly | -Use quiet voices -Be polite if people are in your way | -Respond to verbal and bell commands -Make sure everyone has a place to sit | -Use appropriate language -Listen to the bus driver and monitor | -Respond to teacher's verbal instruction -Listens without disturbing others | -Listen to the speaker -Use positive language to discuss peers artwork |
| Organization | | | | | | | |
| -Use planner with schedule throughout the day -Keep materials neat | -Bring required materials -Take out materials upon arrival | -Stay to the right -Remember your materials | -Keep organized for faster use | -Know which line to enter -6 students per table max -Stay in your own space | -Bring all personal belongings | -Bring appropriate clothing and footwear | -Store artwork neatly on class shelf -Complete artwork in a timely manner |
| Achievement | | | | | | | |
| -Give your best effort | -Stay on Task -Ask for help when needed | -Arrive on time | -Post a copy of your class schedule | -Eat a nutritious lunch to keep production going | -Get to the bus stop on time with needed materials | -Always use skills taught -Take a physically active part in the activity | -Use your own ideas -Try your best |
| Responsibility | | | | | | | |
| -Follow directions -Acknowledge behavior and plan for improvement | -Return materials to where they belong -Acknowledge behavior and plan for improvement | -Keep walking -Hold your materials securely | -Collect all materials for upcoming classes -Keep locker clean -Keep combination to yourself | -Follow the routine -Quiet after the second bell -Clean up and dispose of trash | -Maintain appropriate seat | -Arrive to class on time -Change into a completely different P.E. outfit | -Bring pencil to class -Clean up after yourself -Complete artwork in a timely manner |
| Safety | | | | | | | |
| -Seek help when needed | -Sit in seat -Use materials appropriately | -Hands and feet to self | -Get your materials and move on -Maintain personal space | -Stay at your seat and table -Push in chair -Walk | -Keep hands and belongings inside the bus -Stay on sidewalk | -Follow rules and guidelines for use of the facility and equipment -Use quiet voices -Use your locker | -Use materials correctly -Walk in the classroom |

MMS List of Events

August 2017

- 28: Department Coordinator Meeting
- 29: Convocation - Teacher Orientation at 8 a..m.
- 30: First Day of School
Faculty Meeting at 2:30 p.m.

September

- 4: Labor Day-No School
- 7: Meet the Teacher Night, Ice Cream Social and
Lunch Form Raffle from 5-6 p.m. and
Locker Night from 6-6:30 p.m.
- 11: Skate Party - USA Skates 6-8 p.m.
- 12: 6th Grade Band- Rental Night 6:30 p.m.
- 13: Department Meeting at 2:30 p.m.
PTA meeting at 6:00 p.m
- 29: Townie Pride Parade at 5:30 p.m. at Pierce Field

October

- 9: Columbus Day—No School
- 11: Department Meeting at 2:30 p.m.
Flu Clinic from 4 - 6:30 p.m.
PTA Meeting at 6:00 p.m.
- 20: Picture Day
Halloween Dance from 6-8 p.m.

November

- 2: 1st Quarter Grades Close
- 6: Skate Party - USA Skates 6-8 p.m.
- 8: Faculty Meeting at 2:30 p.m.
PTA Meeting at 6:00 p.m.
- 10: Veteran's Day-No School
- 18: RIMEA All-State Auditions at Moses Brown
- 22-24: Thanksgiving Recess
- 29: Parent/Teacher Conferences

December

- 6: Band Winter Concert from 7-8 p.m.
- 13: EPHS/MMS/RMS Joint Department Meeting
13 PTA Meeting at 6:00 p.m.
Chorus Winter Concert from 7-8 p.m.
- TBA Chorus Performance at the State House
- 22-Jan. 1: Holiday Recess

January 2017

- 2: School Reopens
- 10: Faculty Meeting at 2:30 p.m.
PTA Meeting at 6:00 p.m.
- 15: MLK Jr. Day-No School
- 19: Winter Dance 6-8 p.m.
- 22: 2nd Quarter Grades Close
- 26: MMS & EPHS Play at 7 p.m.
- 27: MMS & EPHS Play at 7 p.m.

February

- 7: Department Meetings at 2:30 p.m.
PTA Meeting at 6:00 p.m.
- 12: Skate Party - USA Skates 6-8 p.m.
- 19-23: Winter Recess

March

- 9: NAEP Testing - 8th Grade Students
- 14: Faculty Meeting at 2:30 p.m.
PTA Meeting at 6:00 p.m.
- 16: Dance
- 21: 5th Grade Students Visit MMS & Incoming 6th
Grade Parent/Guardian Information
Night from 6 - 7 p.m.
- 25: RIMEA All-State Concert at the Vets
- 28: Department Meeting at 2:30 p.m.
- 28/29: RIMEA Junior Band Festival
- 30: Good Friday
- TBD EPMD Collaboration Rehearsal & Concert
7:00 p.m. at EPHS

April

- 2: Skate Party - USA Skates
- 3: 3rd Quarter Grades Close
- 11: Department Meeting at 2:30 p.m.
PTA Meeting at 6:00 p.m.
- 16 - 20: Spring Recess
- 25: Secretaries' Day
- 29: RIMEA Junior Jazz Festival TBA at Moses Brown
- TBD: RIMEA Junior Choral Festival from
8:00 a.m.-1 p.m. at MMS

May

- 2: PTA Meeting at 6:00 p.m.
Band Concert from 7-8 p.m.
- 6: National School Nurse's Day
Department Meeting at 2:30 p.m.
- 7-11 Teacher Appreciation Week
- 9: Chorus Concert from 7-8 p.m.
- 25: MMS Play at 7 p.m.
- 26: MMS Play at 1 p.m. & 7 p.m.
- 28: Memorial Day - No School
Band performs at Memorial Day Parade
- 31: 8th Grade Honors' Night 6-7 p.m.

June

- 1: Band & Chorus 6 Flags Trip
- 4: Skate Party - USA Skates 6 - 8 p.m.
- 6: Faculty Meeting at 2:30 p.m.
PTA Meeting at 6:00 p.m.
- 8: EPHS Senior Class Graduation
- 11: 8th Grade Party from 5-7 p.m.
8th Grade Awards
- 12: 8th Grade Field Day
- 13: Last Day of School
4th Quarter Grades Close
- TBD: 8th Grade Philadelphia Trip
- TBD: 6th Grade Field Day
- TBD: 7th Grade Field Day
- TBD: 6th Grade Awards
- TBD: 7th Grade Awards