

Alan Shawn Feinstein Middle School
of Coventry

STUDENT HANDBOOK 2016-2017



15 Foster Drive
Coventry, Rhode Island 02816
Telephone: 401.822.9426
www.asfms.net

This Agenda belongs to

Name: _____

Grade _____ HR _____ Phone _____

Team _____

Table of Contents

Principals' Message	1
Important Notes for Families	2
Mission/Vision Statement, Stakeholder Expectations	2
Guidelines for Student Behavior: Falcon Code	3
General Information	
About the Staff	4
Attendance	4
Absences & Tardies,	4
Early Dismissal, Absences & Make-up Work	5
Vacation While School is in Session	5
Truancy	5
Backpacks and Book bags	5
Breakfast and Lunch Programs	5
Chromebooks/Cell Phones/Personal Devices	5
Dress Code & PE Dress Code	6
Emergency & Fire Drills	6
Field Trips	7
Health Office	7
Medication for Students Policy	7
Library/Media Center	8
Computer Use	8
Lockers & PE Lockers	9
Lost and Found	9
Main Office Procedures	9
Photographs, Video & Internet Postings	9
School Cancellations	9
School Insurance	9
School Safety	9
Support Services	10
School Counselors	10
School Psychologist and Social Worker	10
Transportation & Bussing	10
Academics	
Academic Assistance	10
Advisory	11
Credit Recovery	11
Grade Reporting/Report Cards	11
Honor Roll & National Junior Honor Society	12
Honesty and Integrity in Academics	12
Scheduling & Teaming	13
Study Habits	13
Behavioral Expectations	
Introduction and Philosophy	13
General Rules	14
School-Wide Consequences	14
Serious Disciplinary Infractions	15
Consequences for Inappropriate Behavior	15
Surveillance Camera	16
PBIS Program	16
Extracurricular Activities/Clubs/Sports	16
Eligibility to Play Sports	17
School Dances	17
Appendix A – RI General Law on Attendance	18
Appendix B – RI Statewide Bullying Policy	19-22

PRINCIPALS' MESSAGE

Dear Parents & Families,

On behalf of the faculty and staff, we would like to welcome all incoming sixth graders, returning seventh and eighth graders, new students, and families to Alan Shawn Feinstein Middle School of Coventry (ASFMS). We hope everyone had an enjoyable and relaxing summer.

The start of a new school year brings excitement, energy, and enthusiasm as well as high expectations for success. It is our hope that parents and families will take advantage of this opportunity to participate in the school community and “Walk the Talk Together” with the administrators and staff. We are excited about our Three For Me Parent Volunteer Program that challenges parents to volunteer at least three hours over the course of the school year. More information can be found on our school website (www.asfms.net). In addition, if you would like to volunteer or chaperone, know that you need a BCI check. See all the details at www.coventryschools.net.

Student expectations at the middle school are clearly outlined and communicated on page 2. We are continuing to implement a school-wide behavior program – School-Wide Positive Behavioral Interventions & Supports - that clearly articulates student expectations. PBIS is described on page 16 and a visual chart is on page 3. By supporting the school’s behavioral expectations, being “responsible, reliable, and respectful,” you help us to ensure a safe and nurturing learning environment. Expectations for parents, teachers, and administrators are also outlined.

While ASFMS is actively engaging school, the faculty and staff recognize the need to build upon their numerous strengths and seek continuous improvement. Thus, we have developed a comprehensive school improvement plan to support student learning which includes a Response to Intervention (RtI) program. In order to achieve the expectations outlined in the plan, students must be actively engaged in instruction and complete class work and homework assignments. Please make every effort to support your child in his/her studies and seriously consider being an active member of the school community.

It is important that all students and parents begin the school year with an understanding of the policies, procedures, and actions that govern our school community. Please know that the faculty and administration value your input. We offer many opportunities for you to voice your ideas, opinions, and concerns, and hope that you are able to join us in our efforts to make ASFMS the best it can be.

Sincerely,

Dr. Lisi, Mrs. Bettez, and Mrs. Antonelli
ASFMS Administrative Team

INTRODUCTION and IMPORTANT NOTES FOR FAMILIES

Welcome to the 2016-2017 Student Handbook!
Please take a moment to review the *Handbook*
with your child.

- Complete **Health History and Standing Orders for Medication Form** (distributed by homeroom teacher).
- To receive important communications from the school throughout the year, register for our Parent List Serve at www.asfms.net
- To stay current with all or our activities please “like” our Facebook page, *Alan Shawn Feinstein Middle School of Coventry*.

ASFMS MISSION STATEMENT

*Educational excellence...
developing reliable, responsible, respectful life-long
learners, one student at a time.*



ASFMS VISION

*Feinstein Middle School is a place where students,
staff, and community partner to foster a growth
mindset where all have opportunities to maximize
learning and personal growth.*

SCHOOL-WIDE EXPECTATIONS

PARENT EXPECTATIONS

- Get involved with PTSA
- Communicate with teachers & administrators
- Check your son/daughter's agenda nightly
- Ensure your son/daughter reads at home
- Provide him/her with a quiet workspace
- Ask your son/daughter about his/her day
- Volunteer at least 3 hours
- Encourage your son/daughter to get involved in extracurricular activities

STUDENT EXPECTATIONS

Be Responsible

- Bringing all your materials to class.
- Having your homework done.

Be Reliable

- Being on time to class.
- Always being honest.

Be Respectful

- Treating others the way you would like to be treated.
- Keeping hands and feet to yourself.

See chart on next page for expectations in all areas of student life

TEACHER EXPECTATIONS

Be Responsible

- Differentiate Instruction
- Integrate Literacy Strategies Across Curriculum
- Maintain Instructional / Academic Focus
- Engage Students in Higher Level Thinking

Be Reliable

- Continuously Communicate w/ Parents
- Implement School Improvement Plan Initiatives
- Actively Participate in the Professional Learning Community
- Continue to Learn & Grow

Be Respectful

- Establish Positive Relationships
- Develop a Student-Centered Classroom
- Support and Collaborate with Colleagues
- Personalize the Learning Environment for Students
- Follow Professional Learning Community Norms
- Have Fun!

ADMINISTRATOR EXPECTATIONS

Be Responsible

- Review and Evaluate Policies, Practices, & Programs
- Create and Maintain a Positive Culture
- Support & Facilitate Successful Co-teaching Relationships
- Establish Clear/High Expectations for ALL



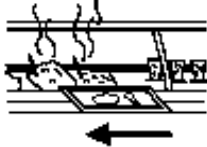





Be Reliable

- Shared Decision Making
- Support Teachers
- Provide Feedback
- Be Consistent & Follow-Up with Student Discipline
- Be Visible

Be Respectful

- Establish Open Lines of Communication
- Be Approachable
- Be Professional
- Have A Sense of Humor
- Have An Open Door Policy

ASFMS Guidelines for Student Behavior: Respectful – Responsible – Reliable

 <p>ASFMS Falcon Code (3 R's)</p>	 <p>Hallway</p>	 <p>Cafeteria</p>	 <p>Classroom</p>	 <p>Home-School Connection</p>
 <p>Respectful</p>	<ul style="list-style-type: none"> *Politely follow staff directions *Keep voices low *Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> *Wait for table to be called to purchase lunch and snacks *Keep hands, feet and objects to yourself *Keep feet under the table *Keep voices low *Be silent when requested 	<ul style="list-style-type: none"> *Actively listen to others *Use kind words and actions *Be considerate of others' property *Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> *Politely follow family rules and routines *Use kind words and actions *Follow Dress Code
 <p>Responsible</p>	<ul style="list-style-type: none"> *Face forward *Walk safely 	<ul style="list-style-type: none"> *Table 1-Allergy Table: No peanuts/tree nuts *Sit immediately and wait for instructions *Clean your area *Only water is allowed outside of the cafeteria 	<ul style="list-style-type: none"> *Bring all materials to class *Ask for help *Follow directions *Follow the computer "Acceptable Use Policy" 	<ul style="list-style-type: none"> *Bring all necessary materials for school and home *Ask for help *Share important school information
 <p>Reliable</p>	<ul style="list-style-type: none"> *Keep to the right *Use a pass *Go directly to your destination 	<ul style="list-style-type: none"> *Remain seated *Raise hand and line up against the designated wall to go to lavatory *You can only return to class with written permission from a teacher 	<ul style="list-style-type: none"> *Be on time for class *Complete assignments to the best of your ability *Participate 	<ul style="list-style-type: none"> *Attend school every day on time *Complete assignment to the best of your ability

GENERAL INFORMATION

ABOUT THE STAFF

You are encouraged to contact administrators and staff regarding any issue or concern. Our main phone number is 822-9426; listed below are selected staff and their extensions:

Principal	Dr. Arthur Lisi, x 214
Assistant Principal	Mr. Joseph Pirraglia x225
Assistant Principal	Mrs. Mary Lou Bettez x215
Nurse	Mrs. Kathleen Larson RN, x213
Guidance – Grade 6	Mrs. Trish Dorchie. x208
Guidance – Grade 7	Mrs. Lori Lebrun, x255
Guidance – Grade 8	Mrs. Cheryl Fram-Sevigny, x207
Special Services Director	Mrs. Gina Therrien, x261
School Psychologist	Mrs. Jen Donnelly-Taylor, x230
School Social Worker	Mrs. Jennifer Preiss, x228

ATTENDANCE

Student attendance is one of the keys to student success and need to be on school on time. Students who do not complete four hours of school will not be eligible to participate in athletics or extra-curricular activities (including clubs and dances).

If your child is absent, please notify the school at your earliest convenience by calling 822-9426.

MORNING ARRIVAL: School begins promptly at 7:55 am. Supervision in the school yard begins at 7:35 am. When students arrive at the school, they are expected to remain outside as weather permits. Students who eat breakfast in the cafeteria should report directly inside at 7:35 am. Breakfast is served in Multipurpose Room C from 7:35 to 7:45 am. Students will remain in their assigned areas until the first morning bell rings at 7:45am.

ABSENCES: Students are expected to attend school regularly in order to receive credit for courses taken. According to our district policy, students absent more than twenty-four (24) days without medical excuses may be retained in their present grade. Exceptions may be considered upon written appeal to the building principal.

Attendance is mandated by RI General Laws 16-19-1 which is cited at the end of the Handbook in Appendix A.

The following shall not be considered absences and shall not count against students:

- Out of school suspension
- Off-campus for school-sponsored events
- Scheduled meetings with school personnel
- Religious observances

The following excused absences are acceptable:

- Illness confirmed by a parent note (no more than 3 notes per trimester)
- Doctor's note required if illness exceeds three days
- Dental appointments by a dentist note
- Family bereavement (parent note is accepted)
- Legal/court obligations confirmed by a note from the courts
- **Medical notes & parent notes must be submitted within 3 days of an absence.**

EXCESSIVE ABSENCES: Students need to be in school. When a child has accumulated eight or more unexcused absences, the following steps will take place

- At 8 unexcused absences, the grade level counselor will meet with the student to discuss attendance concerns, identify student needs and offer possible support to improve attendance. Parent phone call will be made.
- At 10 unexcused absences, attendance letters will be sent home to communicate school concerns and possible consequences such as Family Court referral.
- At 12 unexcused absences, parents may be asked to meet with school personnel to discuss attendance issues, and/or the district attendance officer will be notified by school personnel for possible visit to the child's home and meet with the parents to address attendance concerns.
- At 15 unexcused absences, school and district personnel may submit a petition to the Family Court Diversionary Calendar. Parents will be contacted by Truancy Court personnel to meet with them and address attendance concerns. If these concerns are not appropriately addressed at this level, the case will be submitted to Family Court.

TARDINESS TO SCHOOL: It is reasonable to expect that there may be occasions when a student might be late for school for such reasons as traffic, poor weather, oversleeping, etc. However, these are not considered excused tardies. However, the school will excuse up to 3 tardies per trimester when accompanied by a parent note.

Acceptable, excused tardies occur when a student has business that cannot be attended to outside of the school day (i.e. appointments with a physician/dentist/orthodontist or other health professional, a court appearance, a funeral, or if a bus is late). Such events must be accompanied by appropriate documentation.

A student who arrives between 7:55 and 8:00 am is considered tardy and must report to homeroom. After 8am, a student needs to report to the main office. Excessive tardies (more than four per trimester) will be referred for disciplinary action. The following is the school's response to tardiness:

- **Tardy 1-4 times:** Student is informed (by homeroom teacher) that unexcused tardiness is unacceptable to school authorities. Students are warned that additional (unexcused) tardies will result in office detention.
- **Tardy 5 times** - Student receives notification/warning of excessive tardies from Administration. Note: Every five tardies may be considered an absence for purposes of truancy.

- **Tardy 6 times** - Student receives after-school detention for each additional tardy which will be assigned by Administration. Parents may be contacted for a conference.

TARDINESS TO CLASS: All students are expected to be on time for their classes. If a student is detained, the student should obtain and present a pass when arriving to the next class. Students cannot leave class to secure a pass. Students who are in attendance and arrive to class more than 5 minutes late without a pass will be considered tardy for that class and will receive appropriate consequences.

EARLY DISMISSAL: In the event a student needs to leave school early for an appointment, he/she must bring a note from the parent to the front office in exchange for a pass at the specific time to return to the main office. The note should include the student's full name, the name of the student's team, and the time they are to be released. The parent must come to the main office, present a license or government photo-ID and sign the student out.

MAKE-UP WORK: When a student is absent from class for any reason, it is his/her responsibility to make up the work missed. General guidelines state that a student has 24 hours for each class missed to complete missing work. Other arrangements can be made at the teacher's discretion. Failure to make up missing work will factor into the evaluation of students overall progress. Parents may call the school to request make-up work for a sick student.

Like other classes, students who are absent from **physical education** class are required to make up the missed work. Students may either arrange an after-school makeup session in which the student is engaged in a physical activity or completes an alternate assignment. Criteria and rubrics are available from the PE staff. Students who have a medical excuse from a doctor may not be required to make up the missed work. Any student who receives no credit for most of the trimester is unable to make up missed work.

VACATION WHILE SCHOOL IS IN SESSION: We recognize that there are instances when parents will remove their students from classes for a short period of time. It is important to note that much of the learning opportunities the student will miss are directly connected to classroom activities. Thus, the completion of a worksheet or similar type assignment may not afford a student the optimal learning experience. Therefore, vacations when school is in session are strongly discouraged. **Days missed due to a vacation are considered unexcused absences.**

In the case of a student being on a vacation or family trip, parents should contact the guidance office in advance and complete an ***Unexcused Vacation Form***. Additionally, parents should inform their child's teachers so the child may complete appropriate work within a reasonable time period.

TRUANT/SKIPPED SCHOOL: Students who are truant may not receive credit for missed work. The offense will result in the disciplinary consequence. Additional offenses will require a conference with the parent at which point further action deemed appropriate may be imposed.

BACKPACKS/BOOKBAGS

While it is permissible to use a backpack, tote or a book bag to carry belongings to and from school, our hallways are just too crowded and it becomes a safety issue to allow these items in school. Backpacks and the like (including mini and designer backpacks) need to be kept in the locker but are allowed to be carried to the student's last class of the day. It is acceptable for students to carry Chromebook cases.

BREAKFAST AND LUNCH PROGRAMS

The school cafeteria provides well-balanced and nutritional meals for students at ASFMS at reasonable prices. Students may purchase breakfast in the morning, including hot breakfast sandwiches, bagels, muffins, cold cereal, milk, juice, and snacks as well as other specialty items.

During the thirty-minute lunch block, students have the opportunity to eat a lunch brought from home or to purchase a lunch prepared by the food service company. Lunch menus are available in the cafeteria and on our ASFMS website. Hot lunch selections vary daily. Each day, students also have a choice of pizza or hot sandwiches. All lunches include milk and two side dishes (offerings usually consisting of salad, fresh fruit and canned fruit.) Milk and juices are also available for purchase for students who bring their lunch to school.

Parents may pre-pay for meals by adding funds to their child's account. See the Parental Information Tab on the District's web site.

No food or drink should leave the cafeteria except for bottled and capped water bottles. No open container drinks (coffee, hot chocolate, soda, energy drink) are allowed in school.

FREE AND REDUCED LUNCH PROGRAM

An informational packet is sent home at the beginning of the year explaining the free and reduced lunch program. If you think you may be eligible for either of these programs, please fill out the form and return it to school as soon as possible.

Free and Reduced Lunch Forms should be returned to **the student's homeroom teacher by September 18, 2015**. If a family has students attending more than one school, we will forward a copy of your form to the other school(s). **Forms are also available on the ASFMS website.**

BUSSES (see "TRANSPORTATION")

CHROMEBOOKS

Chromebooks provided to students are school property. Students should only be using their Chromebooks for school related purposes; and the school **reserves the right** to confiscate a student's Chromebook, monitor activity, add or delete programs, apps, etc. Chromebooks should be closed when walking in the halls or when exiting the building. It is the responsibility of students to maintain the condition of Chromebook computers.

It is the responsibility of students to report damage to -or problems with -a Chromebook by submitting a Repair Order. Students must to check their Coventry Public Schools email on a school or home computer for status of their Chromebook repair. Loss or stolen Chromebooks should be reported to an administrator.

CELL PHONES and ELECTRONIC DEVICES

Electronic devices (e.g. cell phones, ipods, tablets) and headphones must be turned off and put away upon entering the building in the morning, and stay off until to 2:25 pm. We recommend that students leave cell phones in their locker. If they do carry them on their person, they must **not** have them **in their hands**. If a cell phone is being held, it will be confiscated by a staff member and it will be considered **unauthorized use**. Electronic devices that support classroom instruction are allowed **when authorized by a teacher** in the course of instruction. These are to be used for educational purposes only. The school is not liable for lost or stolen personal devices.

Parents are urged to call the main office to get a message to their child. Students have access to the office telephone if it is necessary to call a parent. Students **may not use** their cell phone or other electronic device to contact parents, and parents must not contact their child via an electronic device during school hours. We recommend that cell phones remain at home. However, if this causes a hardship they may come to school, but they **cannot be used** during the school day unless authorized for educational purposes by a teacher.

The consequences for any unauthorized use:

First offense: Device is confiscated and sent to an administrator. Student is issued a 1 hour detention and may retrieve the device at the end of the school day.

Second and Subsequent Offense(s): Device is sent to an administrator. Student's parent/guardian is notified and parent/guardian **must come to school** to retrieve the device. Student is issued a 2 hour detention.

DRESS CODE

Any dress or appearance that constitutes a threat to the health and safety of students or disrupts the learning environment/ educational process is strictly prohibited. The responsibility of dress involves both the student and parent.

If the student's dress does not adhere to the guidelines below, students will be requested to change. We have t-shirts and pants if necessary or a parent/guardian may be notified to bring a student a change of clothes. The student will be prohibited from class until he/she has complied with dress guidelines..

GUIDELINES FOR STUDENT DRESS:

- Revealing clothing is not allowed.
- No halter, spaghetti strap, strapless, or backless tops. Shoulder straps must be at least the width of three fingers at the smallest part of the strap.

- No shirts which expose the midriff, sides of the chest/torso; No muscle shirts.
- No undergarments should be exposed at any time. This includes boxer shorts; bra straps; etc.
- No skirts or dresses that do not reach the end of the middle finger when arms hang freely at the side.
- No shorts that do not reach the first knuckle of the middle finger when arms hang freely at the side.
- No pants with excessive and large holes and/or higher than the first knuckle of the middle finger.
- No pajama pants; no sagging pants.
- Text, slogans, decals, pins, buttons that display profane language, drugs, alcohol, or those that promote violence, the use of illicit substances, or sexual activity are forbidden. Clothing needs to be school-appropriate.
- Outerwear, including coats, hats, hoods, bandanas, gloves, sunglasses, etc., may not be worn during the school day. Students should dress in layers in the winter as classrooms and corridors vary in temperature.

The consequences for dress code violations:

First Offense: Students will be requested to change. We have t-shirts and pants if necessary.

Second Offense and every one thereafter: 1 hour detention.

PHYSICAL EDUCATION DRESS CODE

All students are required to change into appropriate attire for each physical education class unless excused for medical reasons. Appropriate attire includes t-shirts, sweatshirts, shorts and/or sweatpants. Jeans and pajama wear are not acceptable. All shirts that are worn must have sleeves. (Sleeveless shirts and tank tops are not allowed). Students must wear appropriate sneakers for class. Sneakers must fit and be tied at all times. All other dress code rules apply.

PE gear is available for purchase: red t-shirt, black shorts, heavy weight grey hooded sweatshirt. Physical Education clothing is available for purchase beginning with the first PE class of the year.

A mesh bag may be used for Physical Education gear, deodorant, sneakers and water bottle only. **Spray deodorant and cologne are not permitted.**

Students who do not change for physical education class will not be allowed to participate, resulting in a lack of evidence towards achieving the required expectations for physical education. Failure to make up missing work will factor into the evaluation of students overall progress.

EMERGENCY & FIRE DRILLS

We hope that there will never be an incident in which the fire alarm will ring for a real emergency; however, we must be prepared if and when it does. Emergency drills are required and are important in ensuring the safety of our students. Lockdown and Evacuation drills will occur throughout the year. The following rules/procedures apply:

1. Students are expected to know the proper exit from any location in the building. These exits are posted near the doorway of all classrooms.
2. Listen for directions. Walk in a calm and orderly manner without talking. Avoid walking through or over a group of people.
3. Be ready to act in case of emergency. Stay calm, think clearly, and avoid any confusion.

Due to the serious nature of emergency drills, violations will be treated seriously. Fooling around, or other inappropriate behavior, will not be tolerated and may result in a school consequence.

FIELD TRIPS

Field trips are considered part of the curriculum and students are expected to participate. As these are important school experiences, parents are asked not to allow students to remain at home while the class or team is on a field trip. If a student elects not to participate in a field experience with parent permission, the student must attend school.

Students will never be excluded from a field trip due to financial constraints. Parents should discreetly inform a team teacher of financial concerns, and the cost of the trip will be adjusted or covered as appropriate. Such information will be kept confidential.

Parents/guardians who attend field trips with their students must follow the School Volunteer Policy requiring a BCI check and signed Coventry Volunteer Statement of Confidentiality. These documents can be found on the website for Coventry Public Schools

School administrators will work with teams to develop academic and behavioral criteria for participation in field trips. Students will be excluded for the following reasons:

- Related academic work has not been completed to a satisfactory level;
- Behavioral consequences issued are equal to or greater than six hours

If a student becomes ineligible to participate due to behavioral concerns, he/she is still required to attend school and complete an alternate assignment aligned to the curriculum being covered on the field trip. Absences from field trips count as unexcused absences and may affect standing based on attendance policies.

For concerns regarding students with medical concerns on field trips, see “Health Office” section.

Note: Band and Chorus usually have an end of the year field trip. These trips are quite expensive. Students are told in the beginning of the year the cost of the trips. There are several fundraising opportunities to defer some of this cost. Also, eighth grade students have an outing at the end of the year in addition to other team field trips.

Note: For the 7th and 8th grade end of year outings, any student whose total number of suspension, ALC and detention hours is equal or greater than a ten day suspension may be disqualified, or within 45 days of the trip a student may be

removed for any suspension or ALC placement or two or more failures.

Administration reserves the right to remove a student from a field trip due to behavior concerns.

HEALTH OFFICE

The Health Office is staffed by a full-time Certified School Nurse/Teacher health professional. When a student becomes ill during school hours, he/she will be issued a pass to the health office. No student is to go to the health office without permission from the teacher whose class the student is scheduled to attend.

Students will not be permitted to leave school due to illness without first seeing the school nurse. It is important to note that students are not allowed to call home to request a parent pick them up. If this occurs, parents are asked to contact the school nurse who will evaluate the student. Use of a cell phone to contact a parent may result in loss of the phone and a detention (see “Chromebooks/Cell Phones/Personal Devices” Policy).

Immunizations Required for Entering 7th Graders

Department of Health regulations pertaining to *Immunization and Testing for Communicable Diseases [R23-1-IMM]* mandates that all students entering the 7th grade are required to have in accordance with the following immunizations.

- 3 doses of Hepatitis B vaccine
- 1 dose of Meningitis vaccine
- 1 dose of HPV (human papillomavirus) vaccine
- 2 doses of Measles, Mumps, Rubella (MMR) vaccine
- 4 doses of Polio vaccine
- 1 dose of Tdap (Tetanus, diphtheria, pertussis) vaccine
- 1 dose of Varicella (chickenpox) vaccine, or a statement signed by the child’s doctor stating that the child has a history of chickenpox disease.

A physical exam, in compliance with RI Law 103.1, signed by a doctor, and dental examination for pupils entering the seventh grade will be due in September. The school physician and school dentist will examine students who do not return the required examination forms. Also, any student wishing to try out for sports must have a physical dated after August 1st of the year they wish to play a sport.

Medication For Students: Coventry Public Schools Policy

Parents are advised to give medication at home during non-school hours. If it is necessary that medication be administered during school hours, the following regulations must be followed:

- Only medication prescribed/advised by a physician or dentist will be administered by the nurse. This includes both prescription and most over the counter medications.
- All medication brought to school must be in the original prescription container. Over the counter medications should also be in the original container. Students must give the medication to the school nurse at the beginning of the school day.
- A separate medication consent form must be completed and signed by a physician for each medication.

- All medications will be kept in a locked area. The certified school nurse teacher, a student’s parent or guardian, or parent designee will administer all medications.
- Students may self-carry and self-administer inhalers and epinephrine auto injectors if the physician has so stated on the medication consent form. A “medication pass” will be issued to these students.

If at any time a student with a medication pass fails to demonstrate ability to self-administer in a responsible manner, he/she shall be subject to review of procedure.

Aspirin-free substances (acetaminophen, ibuprofen, Benadryl and antacids) may be administered upon authorization of parents. If a student requires more than three doses at any one medication within one school year, written orders from the child’s health care provider will be required.

- Under no circumstances shall controlled substances be self-carried or self-administered. Any student found in possession of medication without a medication pass will be subject to disciplinary action.
- Epinephrine auto injectors can be administered by school personnel who have been trained, the student medically identified, or in the event that no trained personnel are available, any willing person.
- In order to accommodate students’ need for medication on a **field trip**, the following options are available:
 - ✓ The parent may attend the field trip and administer his/her child’s medication.
 - ✓ The parent may send an adult designee. A note identifying the designee and giving permission must accompany the medication which must be sent from home. The school supply cannot be used. The medication should be put in a secure container labeled with the student’s name, dosage, and time of administration.
 - ✓ The prescribing physician may indicate that the student may self-carry and self-administer the medication. The prescribing physician may also indicate that the medication may be omitted on a field trip.

LIBRARY MEDIA CENTER

Mission

The mission of the Alan Shawn Feinstein Middle School Media Center is to provide opportunities and resources for all students and staff to effectively access and utilize materials, information, and ideas in support of the curriculum as well as provide recreational reading resources for students.

Hours of Operation

The Media Center is open from 7:45 am to 2:25 pm.

Library Behavior Policies

The atmosphere in the Media Center should be conducive to reading, computer use, studying, and small group conversation.

- When visiting the Media Center independently or in a small group, students must have a pass from a teacher.
- Students who come to the Media Center as individuals or in a small group must sign in and sign out at the Media Center Circulation Desk.

- No gum, drinks or snacks are allowed in the Media Center because of the carpet, computer hardware and other equipment.

Lending Procedures and Policies. Students are asked to return books and magazines to the Media Center as soon as they are finished using them. This provides better access to our resources for everyone.

- Students can check out up to two books and/or magazines at a time.
- Students fill out Date Due slips for each book or magazine borrowed.
- Library materials can be checked out for two weeks and can be renewed for an additional two weeks if no one else has requested the book.
- Books must be brought to the library to be renewed.

Overdue Books

There are no fines for overdue materials. Students with overdue materials must return them before other materials can be checked out.

- If a book is not returned within a two weeks of the due date, the student will be sent a First Overdue Notice distributed by the Homeroom teacher.
- If a book is not returned within three weeks of the due date, the student will be sent a second Overdue Notice distributed by the Homeroom teacher requesting (1) return of the book, (2) payment for a replacement copy of the lost book, or (3) Community Service in the Media Center.
- If the student does not return the book or chooses one of the other options within a month of the book’s due date, the student will be referred for Office Detention.
- If a book is paid for and later returned by the student, the price of the book will be refunded. The borrowed books must be paid for before the students can receive his/her report card. Books that are not returned or paid for by the end of each school year will be billed to parents.

Lost Books

Students are responsible for paying for replacement copies of books that have been lost or damaged. The lost books must be paid for before the students can receive his/her report card.

Computer Use

Students must agree to abide by the Coventry Public Schools Acceptable Use Policy by reading and signing the **Acceptable Use Agreement** page. The Coventry Public Schools Acceptable Use Policy is available on the District Homepage by clicking on “Technology” link and choosing “Acceptable Use Policy.”

- Students create a password each year which allows them access to school computer resources.
- Students are responsible for remembering their passwords and not sharing them with other students.
- School computers/Chromebooks should be used for educational and other school-related purposes.
- Students who do not follow the Acceptable Use Policy may lose computer use privileges.

(See also “Chromebooks”).

LOCKERS

Each student will be assigned a locker in his/her team area during the first few days of school. Due to a limited number of lockers,

some students may be asked to share. Students should be careful not to lose or give out their combination to another student. The school is not responsible for items that may be missing from a locker. Students may not switch or share lockers without the express permission of an assistant principal.

Students have access to their lockers before homeroom and before the end of the school day. Individual teams will also decide on other appropriate locker times during the day. Students must have permission/pass from a teacher to be at their locker at unscheduled times.

Students are expected to keep lockers clean and neat. If the locker does not work, the student should report it to his/her homeroom teacher. The locker is not a safe; valuables should not be left in it.

Lockers are the property of the school and are loaned to the student as a convenience for clothes and books. Lockers are subject to inspection by school personnel at any time.

LOCKERS for PHYSICAL EDUCATION

Students will have the opportunity to rent lockers with locks for the year. The cost is \$5. Having a locker helps the student be prepared for class as they can have a set of PE clothes available at all times. **Please note:** Lockers are NOT required for students. All students have the option of carrying their clothes back and forth from home.

LOST AND FOUND

There are lost and found bins located in both the girls' and boys' gym locker rooms. Articles of value (cell phones, rings) are sent to the main office. If you have lost a valuable item, please report your loss to the main office as soon as possible.

Do not bring valuables or large sums of money to school. The school faculty and staff do everything in their power to safeguard private property; however, the school is not responsible for lost or stolen items.

MAIN OFFICE PROCEDURES

In order to maintain a safe environment and facilitate your visiting experience at ASFMS, we ask that all visitors adhere to the following procedures. Thank you in advance for your cooperation.

Visitor Identification Badges:

- All visitors and volunteers are required to report to the main office of the building immediately upon entrance to sign-in using the district's Raptor System. Upon signing in and showing positive identification, the visitor or volunteer will be issued a visitor's identification badge. They must be informed that the badge must be **visibly** on their person all times while they are in the building.
- The Building Administrator may require visitors and volunteers to leave a personal item with the main office until they sign out and return the badge. Examples of personal items include car keys, driver's license, etc.
- An unannounced visitor must be announced to the individual they are trying to visit before being able to leave the main office.

- Any visitor or volunteer who refuses to wear the identification badge and/or lanyard will not be permitted to visit or volunteer at the building.
- All visitors and volunteers are required to sign-out upon leaving a building to allow the Building Administrator or his/her designee to account for all persons in the building.
- Classrooms that are holding large presentations for family members of the students must advise the Building Administrator in advance of the presentation and he/she will need to make arrangements for these individuals to be escorted to the destination. These visitors are required to sign-in and sign-out but may not be required to wear a badge and lanyard.
- For your child's safety, any changes of address, phone numbers or other emergency information must be reported to the main office immediately.
- If your child is to be dismissed early, the student must present written notification to the main office that morning.
- The person picking up your child for early dismissal must be listed on the emergency form and present a photo ID when picking up the child.
- If your child is absent you must provide a parent or doctor's note to the main office the morning he or she returns.
- In order to minimize disruption of the learning process, all materials and messages are to be given to the front office staff. Materials/messages will be passed on to the student during the lunch period. Students will not be called out of class to receive messages or assignments.

PHOTOGRAPHS, VIDEO RECORDINGS and INTERNET POSTINGS

At times during the year, photographs and/or videotapes may be taken of students engaged in a school related activity by school staff. Pictures and video help to convey and illustrate the educational experience and may be used in the classroom or published in school newsletters or community newspapers, or placed on school/team web-pages. Students' rights will be protected at all costs. **If you do not want your child's image to be used for these purposes, please contact the school in writing.**

SCHOOL CANCELLATIONS

On occasion it may be necessary to cancel school due to bad weather or a mechanical difficulty at a particular school. On such an occasion, families affected will be notified by the emergency phone system, television, and radio announcements, usually between 5:45 AM and the start of school. The same method will be used to inform families in the event of an early closing.

For announcements related to school cancellations, please listen to WPRO (92 FM), tune to channel 6, 10, or 12 on your television, or register with the RI Broadcasters Association at www.ribroadcasters.com. A text or an email will be sent directly to your phone or computer.

SCHOOL HEALTH INSURANCE

School health insurance is available at a reasonable rate. Students will hand carry forms home during the first week of school. All forms and money must be returned by the last week of September. Students planning to participate in athletics must have health insurance.

SCHOOL SAFETY

The safety of our students is a high priority. During the school day, all outside access doors are locked. Visitors are asked to use Door #2 and report immediately to the Main Office upon arrival to be signed in and issued a visitor's badge. Anyone removing a child from school during the school day must show positive picture identification and must be on a student's emergency data sheet. Thank you in advance for your cooperation.

SUPPORT SERVICES

SCHOOL COUNSELORS

Students are assigned a counselor who works with the student throughout his/her three years in ASFMS. Our school counselors' main purpose is to help all students attain maximum personal and educational development. We believe that all students worthy of respect, and the entire educational experience should encourage the individual to reach his or her maximum potential as an integral member of our learning community. The school counselor assists with a variety of personal, academic, and social issues that may negatively impact their success in school. Counselors also help in the selection of appropriate school courses.

Counselors work collaboratively with other members of the student support team, including the nurse, psychologist, social worker, and others who are committed to helping students succeed.

The guidance department invites parents to use the varied services provided by the counselors including:

- sharing information about the development of young adolescents
- serving as a liaison between parents and teachers
- attending parent/teacher conferences as an advocate for the student
- educational and career planning
- helping parents to understand their child's educational progress

If at any time parents or guardians see a change in their child, or have a reason to be concerned about his/her emotional health, please feel free to contact your child's school counselor. Your input and concern is greatly appreciated.

GUIDANCE OFFICE

The Guidance Office not only supports the operation of the school guidance and counseling program, but also serves as keeper of all demographic, grading and permanent records. It is import to notify the Guidance Office if a family moves or changes a phone number.

Also, at times doctors or therapists may request information regarding a student's progress in school; all such requests and paperwork must go through the Guidance Office. They will make sure teachers receive the forms and that they are forwarded to the doctor's office. These forms are confidential evaluation items and are sent directly to the physician or clinician.

SCHOOL PSYCHOLOGIST/ SOCIAL WORKER

Both our school psychologist and school social worker work with students and their families in a variety of ways to help students overcome obstacles they may impede their success in school. They are valued members of the student support team, and are very familiar with mental health resources in the community.

TRANSPORTATION & BUSSING

Riding the school bus is a privilege for the students attending Coventry Public Schools. The bus driver is responsible for transporting students to and from school safely and is considered an agent of the school during this time.

The Bus Company reserves the right to revoke a student's transportation privileges for unacceptable behavior.

Students should abide by the rules set forth by the driver including:

- Students **may be asked to** sit in assigned seats as deemed appropriate by the bus driver.
- Parents may request that their child ride another bus for a day. Bus notes should be given to an assistant principal or designee. The note should state the student's name, the number of the bus the child plans to ride, a signature from a parent/guardian, and a phone number at which a parent/guardian can be reached. A student may be denied permission to ride a different bus if it is at or near capacity and cannot accommodate them for safety reasons.
- Students are expected to follow appropriate behavior standards at the bus stop and while on the bus. When appropriate, violations will be referred to school administration for disciplinary consequences. The following behaviors are prohibited and will not be tolerated:
 - Use of profane language
 - Insubordination
 - Vandalism
 - Physical altercations
 - Bullying and/or verbal altercations
 - Littering
 - Smoking
 - Other Forms of Inappropriate Conduct

ACADEMICS

ACADEMIC ASSISTANCE

Students who are having difficulty with academic work or who require assistance with make-up work are encouraged to seek out their teachers for help. Teachers are usually available before and/or after school, and often build in additional times to meet with students. Students generally have ample opportunities to submit work in order to authentically assess their learning. Students who are below standard after the trimester may be required to attend an after-school credit recovery program.

If a student is experiencing difficulty in a subject or on a particular assignment, or if they have been absent, they are encouraged to seek extra help from their teachers and parents. Extra help sessions can be arranged at times that are convenient for both the teacher and student. Many teachers are willing to stay late, come early, or find additional time during the day to help students meet their learning goals. Don't be afraid to speak up! Asking for help is an admirable quality – one which will pay off when your work is evaluated!

At times, a teacher may request that a student stay for additional help if it is apparent that a student is having difficulty with the concepts under investigation. This is not to be thought of as a punishment, rather as the desire of the teacher to help you make the progress of which you are capable! See CREDIT RECOVERY.

ADVISORY

Overview

The purpose of Advisory is to develop a nurturing, supportive environment in which each student is known well by his/her advisor. Each advisory group has an advisor (teacher) and approximately 20 students assigned to the group. All students are assigned to an advisory group which meets once a week. The advisory group engages in social conversations and activities aligned with the goals of the program (see below). Advisors also work with students to develop Individual Learning Plans (ILPs).

Goals of Advisory

- **Advocacy** - *Develop meaningful adult-student relationships*
 - Engage in informal one-to-one conversations/conferences with advisor
 - Experience a one-to-one relationship with advisee that is characterized by warmth, concern, openness, and understanding
 - Serve as a student advocate with teachers and parents
- **Community** - *Create a support network to foster a feeling of belonging to advisory, team and school*
 - Advisees participate in activities to build group spirit and cohesiveness.
 - Advisory group is a home base or a “family” within the school
 - Advisees work together on a common project to benefit the advisory group, the school or community, not all groups work on community projects.
- **Skills** - *Strengthen problem solving and decision making skills*
 - Teach problem solving and decision making skills.

- Develop an understanding and appreciation for diversity
- Discuss how to resist pressure to use drugs or to engage in other self-destructive behaviors
- Learn about careers, career and life planning.

A key vision in our school has been learning about **growth mindset**. This philosophy is about learning that all of us can grow our intelligence, that we are not “fixed” in what we know and can do, that learning is a series of failures and ups and downs. Activities in Advisory will help students understand how they can further develop their growth mindset, to take ownership of their learning and to take on new challenges

CREDIT RECOVERY

After each trimester, students who did not make sufficient progress towards meeting subject grade level expectations or who are failing the class may be invited to a credit recovery program. Students who successfully complete the program will be considered as having passed that course for the trimester. Students who fail to attend the credit recovery program are at risk of needing to attend summer school or be retained.

GRADE REPORTING

ASFMS provides parents with two formal methods of grade reporting:

- **Report Cards:** Providing formal feedback to students and parents is part of the learning process as it allows students and parents to monitor progress and set goals for academic achievement. Report cards are sent home with students at the end of the Trimester (each trimester spans 60 school days.) Failure to return the signed report card envelope may result in an after school teacher detention. A student's final report card for the year is mailed home.
- **Progress Reports:** Progress reports are sent home in the middle of each trimester. Progress report envelopes must also be signed by a parent/guardian and returned to school within five days of distribution. Failure to return a signed progress report may result in a teacher-assigned after school detention.

STANDARDS BASED GRADE REPORTING

In the middle grades, students are assessed according to grade level expectations/standards. The ASFMS Grading and Homework Policy is posted on the school's web site. A major component of the policy is the separate assessment of a student's Product, Process and Progress. Below is an explanation of our grading program.

Academic Achievement: PRODUCT Grade

The Product grade relates to students' specific achievements or levels of performance. They describe what a student knows and is able to do at a particular point in time relative to the standards addressed for the trimester. In order for the students to meet or exceed the expectations for learning, students must have a clear understanding of what they are being asked to do; therefore, teachers provide rubrics or list of assignment expectations which guide student learning and helps students to evaluate the work

they are doing. Assessed work is aligned with the following Explanation of Marking.

PRODUCT STRAND MARKING GUIDE	
4	Student work exceeds expectations for this trimester.
3	Student work meets expectations for this trimester.
2	Student work is approaching but does not meet expectations for this trimester.
1	Student work is significantly below expectations for this trimester.
IE	Insufficient Evidence - Student did not provide sufficient evidence to assess student proficiency.
NA	Not assessed this trimester

Learner Qualities: PROCESS Grades

In addition to reporting student achievement based on how well they are meeting course expectations, students are also evaluated on their Process as a learner. Known also as learner qualities, or Process relates to how a student got to the level of performance; and the effort and work habits students demonstrate. By emphasizing these qualities, we are helping students to take responsibility for their own learning as they work to improve their performance. A student who consistently demonstrates these learner qualities will often improve his/her level of achievement in content at the same time.

Learner qualities are “life skills.” These are the same qualities that are essential for success in the workplace and everyday life. By learning these behaviors now, students will be preparing for a successful future. Students are assessed in the following Process Grades:

PROCESS STRANDS
Prepared for class
Submits homework on time
Submits classwork on time
Participates in class
Works well with others

Gains Over Time: PROGRESS

Progress relates to how much movement an individual student has made towards the trimester expectations. Progress information is reported to parents by the use of narrative comment(s) on the report card.

HONOR ROLL

The Honor Roll at ASFMS recognizes students who have achieved a level of proficiency in their courses. Below are the criteria for the three levels of Recognition of Honors as well as the Appeals Process:

High Honors

For a given trimester, a student who

- achieves a 3.0 or higher in ALL subject area strands (Process grades are not considered)

Honors

For a given trimester, a student who

- achieves a 3.0 in most subject area strands
- has no more than five 2.5’s in all subject area strands
- has no grade equal to or less than 2.0 in any subject area strand (Process grades are not considered)

Recognition of Effort

For a given trimester, a student who

- achieves a 3.0 or higher in ALL Process strands
- did not achieve Honors or High Honors

**Note: For purposes of Honor Roll, accelerated classes (pre-algebra/algebra) will receive an additional weight of .5 in each Product Strand when considering Honor Roll Eligibility.*

Appeals Process

Students and/or parents can appeal non-selection by contacting the student’s school counselor.

NATIONAL JUNIOR HONOR SOCIETY CRITERIA

Students are eligible for membership to the National Junior Honor Society if they meet the following criteria:

High Honors

For trimesters one and two, a student who

- achieves a 3.0 or higher in ALL subject area strands
- achieves a 3.0 or higher on ALL Process strands

Other criteria include the following:

- Community Service (20 hours), (5 hours for 8th grade 1 year members)
- Completion of NJHS application packet (incoming members only)

Honors

For trimesters one and two, a student who

- achieves a 3.0 in most subject area strands
- has no more than five 2.5’s in all subject area strands
- has no grade equal to or less than 2.0 in any subject area strand
- achieves a 3.0 or higher on ALL Process strands

Other criteria include the following:

- Community Service (20 hours), (5 hours for 8th grade 1 year members)
- Completion of NJHS application packet (incoming members only)

Ineligibility and Other Criteria

Students will become ineligible for National Junior Honor Society if during their 7th or 8th grade year of middle school they:

- Do not meet the academic criteria set for NJHS.
- Accrue more than 12 unexcused absences per year.
- Accrue more than 8 unexcused tardies per year.

- Accrue more than 2 Alternative Learning Center (ALC) placements per year.
- Are suspended during either their 7th or 8th grade year.

At the end of trimester three, 7th grade members must maintain the NJHS member criteria in order to be in good standing for the start of eighth grade. If this is not so, an appeal form may be submitted. Appeals may be made by any student who did not meet the standards in place for membership eligibility.

Appeals Process

A member who has become ineligible may appeal the decision of the Leadership Team to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Faculty and Administration will review the list of potential NJHS candidates before induction into NJHS.

HONESTY AND INTEGRITY IN ACADEMICS

According to Coventry Public Schools district policy, it is expected that all students will demonstrate honesty and integrity in their academic work. Work that is submitted in a dishonest fashion (cheating, plagiarism, etc) will not be accepted. However, the work is still owed to the teacher. In addition, teachers may take appropriate action which may include teacher consequence and/or referral to administration depending upon the degree of infraction.

SCHEDULING and TEAMING

It is our goal to place every student on a team where he/she can excel. When students enter ASFMS, many things are taken into consideration when placing them on a team including, but not limited to, learning needs, teacher recommendation, and elective choices.

Students entering the 7th grade may be placed on a looping team. This structure allows students, parents, teachers, and guidance counselors to work together for two years. Looping results in the building of strong relationships between students and their teachers. Research indicates that this structure often leads to improved academic achievement and personal growth.

SCHEDULING - Team teachers are responsible for the scheduling of students on their team. They work to place students in groups which will best meet their learning needs intellectually, socially, and emotionally. At ASFMS, classes are heterogeneously grouped. Teachers individualize instruction to meet the learning needs of all students. If your child has any special needs (including 504 plan, advanced learning ability, behavioral needs, physical needs, etc.), please inform the team as soon as possible so those needs can be addressed.

STUDY HABITS

It is the students' responsibility to be prepared for learning each day. Please refer to team expectations posted on the ASFMS Website for school supplies, academic expectations, and other important rules. Your success depends on it!

Students are expected to give their best effort every day in school. Being a successful learner involves self-discipline and

organization. Good study habits are extremely important. Here are some hints to help students do well in school.

- Set academic goals for yourself. Write them down and return to them often. Work hard to achieve these goals by budgeting your time wisely!
- Copy your assignments into your Premier Agenda daily.
- Be sure to clarify any questions you may have about your assignments **before** leaving school.
- Refer to your agenda when you are packing your bag at the end of the day to ensure you have the necessary materials.
- Everyone has a peak learning time during the day. Figure out when you are most alert, and plan to work on your assignments at this time.
- Be sure to complete assignments in a place that is well lit, quiet, and gives you access to materials you might need (including writing instruments, art supplies, dictionary, etc.).
- Study for the length of time you can remain focused. Take a break, do something active to increase blood flow to your brain, and return to your unfinished task with new energy.
- **NOTE:** In order to be successful at ASFMS, all students need to read on a daily basis. Reading should occur in and out of school. Text should be both teacher and self-selected from a variety of genres.

BEHAVIORAL EXPECTATIONS

INTRODUCTION AND PHILOSOPHY

ASFMS believes it is our shared responsibility to work with the school community to enhance the personal development of every student. Our faculty and staff will model expected student behavior to build respectful, responsible, and reliable citizens. We strive toward building an environment that maximizes student learning.

Teachers and administrators at ASFMS have an interest and expertise in the characteristics and behaviors of middle level students. As such, they are concerned with the welfare of each student, and at times must protect the student and student body through the use of appropriate disciplinary measures.

The primary goal of the faculty at ASFMS is to provide an outstanding education for every student who attends our school. To learn effectively in class, students must be able to listen, question, investigate, problem solve, share, and concentrate without disruptive interference. Most problems in the classroom stem from one student infringing on the rights of others to learn; therefore, the staff works to protect the rights of all students by providing an environment free from disruptive interference.

At the same time, it is important to note that no one is perfect. Sometimes a student will make poor choices. If and/or when this happens, it is best to offer an honest apology and change the

behavior accordingly. Learning from one's mistakes and demonstrating a desire to improve is what matters!

Rules are necessary to provide an orderly and safe learning environment for everyone. Rather than asking students to memorize a long list of rules, we ask them to consider the following questions:

- ◆ Is the behavior **respectful** to myself and to others?
- ◆ Am I being **responsible** to myself, to others, to my environment?
- ◆ Am I **reliable** to follow through with responsibilities?

These are the **Falcon 3 R's**. If the answer to these questions is "yes," it is unlikely that a student will find him/herself in disciplinary trouble. However, if the answer is "no," it is likely that appropriate disciplinary action(s) will be taken by the teacher or an administrator.

To support students in learning, adopting and living the Falcon 3 R's, we will be using a program called **PBIS, or Positive Behavioral Interventions and Supports**.

Information regarding PBIS can be found at the end of this section.

GENERAL RULES

In order to preserve the learning environment of the school, we have established expectation for **ALL** students. Below is a small sample of some students' expectation along with possible consequences, but expectation and consequences are not limited to these.

SCHOOL-WIDE EXPECTATIONS:

Responsible:

- Keep hands, feet and all other objects to themselves
- No running, "fooling around", "joking" and/or "play fighting"

Respectful:

- Maintain a safe learning environment by keeping excessive noise to a minimum
- Maintain an environment free of displays of public affection

Reliable:

- Using the most direct route to and from classes and not loitering around to meet up with a friend
- Arriving to your assigned class on time (Students arriving later than 10 minutes after the start of class will be considered cutting class.)

BEHAVIOR AND DISCIPLINE AT ASFMS

Though we must often assign punitive consequences, the administration of our school works to use each unique situation as a learning experience, and helps students to plan for future situations in which they may find themselves. Administrators must rely on the support of families, and will work closely with you to help our students become the best

they can be. Though we hope we will not have to contact you about incidents described above, we would like to thank you in advance for your support and willingness to work with us.

SCHOOL WIDE CONSEQUENCES

- 24 hour notice will be given for all detentions.
- Parents need to provide transportation home.

1) Teacher Assigned Detention:

Teacher detention will last a minimum of 30 minutes. If a student does not attend detention as assigned, the parent (s) will be contacted by phone or email and the **detention will be rescheduled**. If a student fails to stay for the rescheduled detention with a teacher, the matter will be referred to an assistant principal or their designee.

2) Office Detention:

1 Hour Office Detention:

Detention held from 2:25 to 3:25pm.

2 Hour Office Detention:

Detention held from 2:25 to 4:25pm.

3 Hour Office Detention:

Detention held from 2:25 to 5:25pm.

3) Suspension:

Social Suspension:

In addition to the above consequences, students may be ineligible to attend a school dance, school sponsored sporting event, other evening school activity, field trip, or other school/team sponsored event for a period of at least 30 school days or a period of time determined at the discretion of a school administrator or their designee.

Alternative Learning Center

ALC is also known as "In-School Suspension". Students that are placed in ALC will remain in ALC for a pre-determined amount of time. A certified teacher will cover each period and the student will complete work that his/her team supplies.

OSS (Out of school Suspension):

Parents will be contacted to pick up their son/daughter from school. Their son/daughter will be kept home from school for a predetermined amount of days. The student and parent may have to meet with an administrator or their designee before the student is allowed to reenter school.

SMOKING POLICY

Per RI Law Title 23, smoking in school or on school grounds by students, employees, and community members is prohibited. If a student is found in possession of and/or smoking or using tobacco products, electronic cigarettes, hookah pens, or other related smoking devices on school grounds, a consequence will be assigned and a parent notified.

BEHAVIOR IN THE CAFETERIA

Students are expected to maintain appropriate behavior in the cafeteria at all times. Though this time is less structured than the classroom environment, it is important to maintain behavior that supports a safe and healthy environment. All behavioral expectations outlined in this handbook are also in effect in the cafeteria. As such, the following additional rules apply:

- Students will be escorted to the cafeteria by a teacher. Students should report to the team cafeteria to which they are assigned. Students should take their seats immediately and wait for instruction of the adult supervising the cafeteria. With the exception of purchasing food/drink or putting garbage in the appropriate container, students should remain seated at all times.
- Food and drink (with the exception of bottled water) are not allowed out of the cafeteria.
- During the lunch block, students may return to classrooms only with the written permission of a teacher.
- During the lunch block, students will have the opportunity to use the restroom with the permission of the adult supervising the cafeteria.
- Students are expected to keep the tables and floors in their immediate area clean. This may mean being asked to pick up trash left by a student's tablemate.

SERIOUS DISCIPLINARY INFRACTIONS

Although the following list of disciplinary cases is quite comprehensive, it is possible that situations might arise that are not covered in this handbook. In this event, the appropriate school administrator shall have the right and responsibility to exercise immediate judgment in the matter, or may choose to seek guidance from resource personnel, the police and/or higher administrative authorities. Each of the following offenses may lead to **suspension** or **other disciplinary action** as outlined in the Coventry Public Schools Policy Manual.

1. **Substance Abuse** - Matters involving the use of, being under the influence of, in possession of, or distribution of illicit substances or related paraphernalia (matches, lighters, papers, etc) associated with substance abuse shall be handled in compliance with Policy 5131.4.
2. **Assault** - Willfully striking or assaulting a student or any employee of the school which falls within the level of an aggravated assault shall result in the recommendation of expulsion from school for a period of time of up to one school year.
3. **Obscene Language** – Obscene language directed at a student or staff member shall be treated as a verbal assault. The severity of the language shall determine the length of the consequence.
4. **Gang Activity/Associations** – Students engaging in behaviors related to gang activity shall be dealt with in accordance with Policy #5131.6.
5. **Weapons** – Possession of a firearm, related materials, or other dangerous weapon, or the threat to bring/use firearms on school property (including the bus) as defined in State Law, shall be prohibited. Violators will be subject to suspension and/or expulsion as determined by the building principal subject to the concurrence of the Superintendent.

Possession /carrying/use of/ threat of use of a firearm or replica shall result in a recommendation for expulsion for a period of time up to one full calendar year. Policy #5131.8 further clarifies this statement.

6. **Extortion** – Any behavior which is constituted as blackmail, extortion, inciting others, threatening, intimidating, or bullying students or staff shall result in the recommendation of suspension.
7. **Harassment – Intimidation – Bullying** – These behaviors, including sexual harassment and/or sexual violence as defined by State Law, harm the school community and disrupts the education of students. Such behaviors shall result in actions as outlined by Administrative Directive 9045. PLEASE SEE THE NEW STATE LAW IN APPENDIX B.
8. **Cyberharassment** – Posting harassing messages and/or pictures about a faculty member and/or another student on the Internet is prohibited and shall result in disciplinary action that may include expulsion and/or criminal charges. See Appendix B.
9. **Vandalism** – Willful destruction of any school property (including, but not limited to books, furniture, calculators, etc.) and/or another's personal property will result in recommendation for suspension. Students and his/her family will be held responsible for repairing/replacing any vandalized items.
10. **Arson** – Any act in which a student starts a fire will be subject to expulsion from school.
11. **Fire/False Alarm** – Deliberately starting a fire or pulling a false alarm is not only a dangerous act but is against the law. The safety of fellow students and staff is at stake. Pulling a false alarm may result in suspension from school for up to 10 school days.
12. **Theft** – Taking property which does not belong to you is strictly prohibited and will result in recommendation for after-school retention and/or suspension as deemed appropriate by school administration.
13. **Pornography** – Possession and/or distribution of sexually explicit images of self or others is not only dangerous but against the law. Such images and distribution of can be dangerous to a child's physical and psychological well-being.

**Any action which is in direct violation of the law
will be referred to the appropriate authorities
and police charges will be filed.**

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

When a student finds himself/herself in trouble for breaking school rules, teachers and administrators must assign appropriate consequences as a way to maintain a safe and orderly learning environment. Consequences assigned for breaking school rules and/or violating school policy are based on the severity of the infraction and vary in their intensity. The range of consequences includes:

- Administrator consult with student and/or parent
- Lunch detention
- After school detention (1-3 hrs)

- In-School Suspension (ALC)
- Out of School Suspension
- Social Suspension
- Ineligibility for field trips/team activities*

*See the Field Trip section as it relates to ineligibility.

All school rules are in effect at any extra-curricular event or field trip including behavior and dress code policies.

DUE PROCESS:

If a student or parent disagrees with a decision made by a teacher, they have the right to appeal the decision to an administrator.

If a student or parent feels a decision made by the assistant principal is unjust, they may appeal to the building principal within 48 hours.


If a student or parent feels a decision made by the principal is unjust, they may appeal to the Assistant Superintendent of Schools in writing within 48 hours.

SURVEILLANCE and CAMERA POLICY

The maintenance of the health, welfare and safety of the students and staff while on Coventry Public Schools’ property and the protection of Coventry Public Schools property is an important function of Coventry Public Schools. Camera monitoring at ASFMS is used to supplement proactive staff supervision. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and their property. Coventry Public Schools recognizes the value of a camera monitoring system and the role it plays in monitoring activity on school property or on school grounds, as well as its use in the maintenance of order and discipline within the school setting.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a process for creating safer and more effective schools by focusing on improving a school’s ability to teach and support positive behavior for all students. This is a state initiative sponsored by the Paul V. Sherlock Center at Rhode Island College. As mentioned on page 11, our school supports the following school-wide expectations:

Falcon Code (3R’s): 

- Respectful
- Responsible
- Reliable

Students will be provided with many opportunities to learn and practice these expectations. In order to help students know exactly how to behave in all areas, specific examples are also posted throughout the school building. When teachers and staff members observe students demonstrating these behaviors they will be acknowledged in a variety of ways.

Our PBIS Team meets and reviews our school-wide systems (Universal) such as how the students are responding to our Falcon Code and how many Discipline Referral Forms are given out. Students are “written up” on these Discipline referral Forms immediately for acts of physical aggression, abusive language, or other major rule violations. .

Families find it helpful to use the school-wide PBIS expectations of the **Falcon Code (3R’s)** at home. Being Respectful, Responsible, and Reliable are all behaviors that need to be practiced at home, at school, and in the community.

See the PBIS chart on page 3 which shows how students can use the Falcon Code in the halls, in the classroom, in the cafeteria and even connecting it to home-school behaviors.

EXTRACURRICULAR ACTIVITIES, CLUBS and SPORTS

Each student is encouraged to participate in one or more extracurricular activities to develop physical, social, emotional, and intellectual talents. Though our school offers a wide range of clubs and activities, opportunities change each year based on student interest and funding. If you are interested in joining a club or activity, please be sure to let your teachers, guidance counselors, and administrators know so that we may work to provide appropriate clubs and activities for our students.

Clubs and activities may include:

- Cheerleading
- Jazz Ensemble and Select Chorus
- National Junior Honor Society
- Student Council
- Showcase Variety Show
- Robotics Club
- Yearbook
- Falcon Farmers Garden Club
- Dodgeball Tournament
- 4 v 4 Indoor Soccer

INTERSCHOLASTIC SPORTS

ASFMS is a participant in the Interscholastic League sports program. Players on the team must attend all practices, meetings, and games; the coach must be informed/contacted if a player cannot attend. Uniforms and transportation to games are provided. Students must meet the eligibility requirements of our school and the Interscholastic League. Notably, students must have completed work at a level which would qualify them as “promotable” as defined by the

promotion policy. Disciplinary infractions may also impact eligibility to play and/or practice. See next page.

- **Boys' and girls' Soccer** is a 10 week program with tryouts held the first week of school.
- **Boys' and Girls' Basketball** consists of a 16 week long season beginning in November.
- **Boys' Baseball and Girls' Softball** consists of a 16 week long season. Tryouts are held in March.
- **Wrestling** is offered in the winter season. The wrestling team is co-ed.
- **Cross Country** is a co-ed program offered in the fall season.

ELIGIBILITY TO PLAY SPORTS

Students participating in Interscholastic Sports must...

- Have a physical dated no earlier than August 1, 2013
- Complete the **Permission to Participate in Interscholastic Athletics and Medically Treat** form
- Complete the **Assumption of Risk** Form
- Complete the **ASFMS Athletic Pledge**
- Maintain **academic requirements and behavioral requirements** set forth by the coach and/or administration.

Forms are distributed by coaches usually before tryouts begin.

All eligibility forms must be completed and returned before the first day of try-outs and/or practice.

SCHOOL DANCES

School dances are on a Friday of most months (dates will be published in September and are subject to change.) All school rules, including behavioral expectations and dress code, are in effect during the dance.

School dances are from **6:30 PM – 9:00 PM**. Only students from ASFMS will be admitted. Students may sign up for the dance beginning on the Wednesday before the dance and pay the dance admission price. Students cannot show up the night of the dance and be admitted.

Any student attending the dance must be dropped off at the door of the school (usually Door #2). At the conclusion of the dance, an adult **must** come into the building to pick up each student. Students will not be released without an adult escort.

Students not picked up within 15 minutes of the end of the dance may not be allowed to attend their next dance.

At different times of the year, a "Mini Lock-in" is held from 5:30 pm to 11 pm. These events involve dancing, indoor play, mini- athletic contests and a host of other activities and games.

Note that certain disciplinary actions may preclude students from attending a dance. See **School-Wide Consequences (Social Suspension)**.

Affirmative Action Policy

It is the policy of the Coventry Public School System to provide equality of opportunity in the educational programs and activities it operates. The Coventry School System shall not discriminate in admissions, treatment, and access to education programs, activities, or facilities or in regard to employment opportunities on the basis of race, color, creed, national origin, age, marital status, handicap, or gender.

Appendix A

Law of the State of Rhode Island Relating to School Attendance

§ 16-19-1 Attendance required. – (a) Every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides. Every person having under his or her control a child as described in this section shall cause the child to attend school as required by this section, and for every neglect of this duty the person having control of the child shall be fined not exceeding fifty dollars (\$50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars (\$500), or both; provided, that if the person so charged shall prove that the child has attended for the required period of time a private day school approved by the commissioner of elementary and secondary education pursuant to § 16-60-6(10), or a course of at-home instruction approved by the school committee of the town where the child resides, or has been accepted into an accredited postsecondary education program, or has obtained a waiver under subsection (b) of this section, or that the physical or mental condition of the child was such as to render his or her attendance at school inexpedient or impracticable, or that the child was excluded from school by virtue of some other general law or regulation, then attendance shall not be obligatory nor shall the penalty be incurred

Appendix B

RHODE ISLAND STATEWIDE BULLYING POLICY

INTRODUCTION

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.

Pursuant to the provisions of §§42-35-3(a)(3) and (a)(4) of the General Laws of Rhode Island, the following were given consideration in developing the Policy: (1) alternative approaches to the Policy; (2) duplication or overlap with other state regulations; and (3) significant economic impact on small business. Based on the available information, no known overlap, duplication or alternative approach was identified.

TABLE OF CONTENTS

Section

1. Definitions
2. School Climate
3. Policy Oversight and Responsibility
4. Information Dissemination
5. Reporting
6. Response/Investigation
7. Disciplinary Action
8. Social Services/Counseling
9. Social Networking
10. Redress
11. Adoption of Policy

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.

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but shall 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 or 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 (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. 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 designee shall be responsible for the implementation and oversight of this bullying policy.

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

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

4. INFORMATION DISSEMINATION

The school principal, director or designee 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 designee 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 (See attached sample *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 /Legal Guardians of the victim of bullying and parents or 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/legal guardians of the child will be notified immediately by the principal, director or designee.

Responsibility of Staff: School staff, including volunteers, shall report all acts of bullying that come to their attention. School staff who fail to report incidents of bullying shall be subject to disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report an act of bullying.

Anonymous Reporting: 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 will result in the imposition of discipline 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. RESPONSE/INVESTIGATION

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

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: When bullying involves conduct that violates the law, the police shall be notified. The School Resource Officer may be utilized to mediate bullying situations.

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

- a. The school principal, director or designee 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, their parent/legal guardian, and staff.
- c. The parents/legal 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 range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not limited to:

- a. Admonitions and warnings
- b. Parental/Legal 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 §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.