

Tiverton Middle School



Student and Parent Handbook

2019-2020

School Hours

8:05am-2:35pm

www.tivertonschools.org

SCHOOL COMMITTEE

**Dr. Jerome Larkin, Chairperson
Diane Farnworth, Vice Chairperson
Sally Black
Deborah Pallasch
Elaine Pavao**

CENTRAL OFFICE ADMINISTRATION

**Superintendent of Schools ~ Dr. Peter Sanchioni.....624-8475
Assistant Superintendent of Schools ~ Amy Donnelly-Roche.....624-8475
Interim Director of Finance ~ Dr. Joe Crowley.....624-8475
Director of Technology ~ David Carnevale.....624-8475
Supervisor of Maintenance ~ Michael Mendes.....624-8475**

TIVERTON MIDDLE SCHOOL ADMINISTRATION

**MAIN OFFICE.....624-6668
ATTENDANCE.....624-6668
Principal ~ Susan Craven.....624-6668
Assistant Principal~Robert Campion.....624-6668
Guidance Grades 5 and 7 ~Kate Brennan.....624-6668
Guidance Grades 6 and 8 ~ Shana Roper.....624-6668**

The Tiverton Public School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. We provide equal access to all sponsored programs and activities.

For further information on notice of non-discrimination, visit:

- 1. United States Department of Education**
<http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>
- 2. OCR New England Region - (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) Susan Rhodes, Regional Manager**
Office for Civil Rights
U.S. Department of Health and Human Services
Government Center
J.F. Kennedy Federal Building - Room 1875 Boston, MA 02203
Customer Response Center: (800) 368-1019 Fax: (202) 619-3818
TDD: (800) 537-7697
ocrmail@hhs.gov

If special accommodations or an alternative format of this handbook is needed, please call the main office at 624-6668.

**TIVERTON MIDDLE SCHOOL
TABLE OF CONTENTS**

CONTENTS

Mission Statement.....	3
Vision Statement.....	3-4
Core Values and T.I.G.E.R.S Matrix.....	5-6
Faculty and Staff	7-12
School Organization.....	12-14
Health Services.....	14-16
School Policies and Procedures	16-28
Academic Policies and Procedures	28-29
Special Education, Title IX, Student Records.....	30-33
Code of Behavior	34-37
Suspension.....	37-38
Rules and Regulations for Extra-Curricular Activities.....	38-39
Behavior Matrix.....	40-48
Due Process.....	48
District Policies.....	49-61
Bullying Reporting Form.....	62-64
Sample Write-Up Sheet.....	65-67
Handbook Sign off Sheet	68

Tiverton Public Schools Vision Statement:

The Tiverton School Department is committed to providing a learning environment that promotes the unique talents and abilities of all students, ensures high quality instruction, and actively engages families and the community.

Our dedication to excellence is integral as we challenge, guide, and support all students in their development to becoming self-sufficient and contributing citizens of our local and global communities.

Tiverton Middle School Mission Statement:

Tiverton Middle School strives to be a safe, inclusive environment that cultivates 21st century learning. We will work to improve critical thinking, communication, collaboration, and creativity while fostering the unique talents and abilities of our diverse population of students.

Tiverton Middle School Vision:

In order for the Tiverton Middle School to continue its journey towards becoming a high performing middle school, it must have clear goals outlining how to reach all students. The vision must also include the necessary contributions all stakeholders will make. Therefore, the

TMS community will:

- treat all individuals with respect.
- appreciate diversity.
- be a place where there are high expectations for all.
- be a place of continual change and evolution.
- strive to help all students learn and grow as responsible citizens of our community.
- be a place where communication is valued and supported to ensure cohesiveness and collaboration.

- be a place to grow leaders amongst all groups in the community.
- maintain a clean, safe, and healthy environment through good maintenance, a clear health and wellness policy, and constant vigilance with regard to security issues.
- celebrate and value the success of its community members.

Students

An exemplary school recognizes the importance of each individual student. As a result, each student understands that he or she is an important and valued member of the community.

Therefore, all students will:

- be active members of the community and develop a sense of belonging through participation in the life of the school.
- be active participants in a variety of rich educational experiences.
- meet or exceed high academic expectations.
- will set and meet high expectations for themselves.
- will be respectful, tolerant members of the community.

WE ARE TMS TIGERS AND THESE ARE OUR CORE VALUES:



Known as “T.I.G.E.R.S’ Style,” our core values reflect a universal code of ethics along with character traits necessary for student academic success and positive social-emotional growth. The values form the word “TIGERS” and represent the following acronym:

T = TEAMWORK Students work effectively with peers and educators.

I = INTEGRITY Having integrity means doing the right thing at all times.

G = GRIT Gritty students work towards their goals no matter what.

E = EMPATHY The ability to understand and share another's feelings.

R = RESPECT Shows respect for self and others.

S = SAFETY Works to keep self and others safe at all times.

Core Value Matrix

Letter	Criteria	Example
T TEAMWORK	Student works effectively with peers and educators to accomplish individual, group, and class assignments. Cooperates and collaborates.	
I INTEGRITY	Having integrity means doing the right thing in a reliable way. It's a personality trait that we admire, since it means a person has a moral compass that doesn't waver.	
G GRIT	Being a gritty person means that the student tends to stick to their goals despite numerous issues, problems, setbacks and failures.	
E Empathetic	Showing an ability to understand and share the feelings of another.	
R Respectful	This student has shown RESPECT by being tolerant of the differences of his/her peers, uses kind words on a daily basis in all situations, has consistently cooperated with adults throughout the building, is polite to all, listens to others and is helpful to teachers and fellow students whenever possible.	
S Safety	This student has shown a high regard for the safety of others. "See something, say something"	

The TMS matrix is what the faculty and staff of the Tiverton Middle school will use to select student of the month, and positive reward recognition and reinforcements throughout each day.

Administration

Name	Position	Email Address
Susan Craven	Principal	scraven@tivertonschools.org
Robert Campion	Assistant Principal	rcampion@tivertonschools.org

Secretaries

Name	Position	Email Address
Lori Luby	Principal's Secretary	lluby@tivertonschools.org
Dawn Oliveira	Assistant Principal's Secretary	doliveira@tivertonschools.org
Karen Freitas	Guidance Secretary	kfreitas@tivertonschools.org

Support Staff and Co-Curricular Teachers

Name	Position	Email Address
Katherine Brennan	5 & 7 Guidance Counselor	kbrennan@tivertonschools.org
Shana Roper	6 & 8 Guidance Counselor	sroper@tivertonschools.org
Erica Perkins	School Psychologist	eperkins@tivertonschools.org
Leslie Bracket	School Social Worker	lbracket@tivertonschools.org
Cheryl Cole-Waite	Student Assistance Counselor	ccolewaite@tivertonschools.org
Laura Rocha	School Nurse	lrocha@tivertonschools.org
Mike Alves	Band/Music/Performance Groups 5-8	malves@tivertonschools.org
Beth Bergeron	Chorus/Music 5-8	bbergeron@tivertonschools.org
Matt Ahern	STEM 5-8	mahern@tivertonschools.org

Matthew Thoms	STEM 5-8	mthoms@tivertonschools.org
Steve Schreiner	Art 5-8	sschreiner@tivertonschools.org
Mary Salvadore	Art 5-8	msalvadore@tivertonschools.org
Rachel Motta	PE/Health 5-8	rmotta@tivertonschools.org
Rachel Martin	PE/Health 5-8	rmartin@tivertonschools.org
Doug Walker	PE/Health 5-8	dwalker@tivertonschools.org
Mahlik Handley	PE/Health 5-8	mhandley@tivertonschools.org
Kim Howland	World Language-Spanish	khowland@tivertonschools.org
Ana Parada	World Language-Portuguese	aparada@tivertonschools.org

Special Education

Name	Position	Email Address
Deidre Gauch	Special Education Coordinator Teacher	dgauch@tivertonschools.org
Samantha Cavanagh	Intensive Resource Teacher	scavanagh@tivertonschools.org
Frances Fennessey	Teacher-Gr.5	ffennessey@tivertonschools.org
Merryl Monteiro	Teacher-Gr.6	mmonteiro@tivertonschools.org
Meaghan Schreiner	Teacher-Gr.7	mschreiner@tivertonschools.org
Susan Lima	Teacher-Gr. 8	slima@tivertonschools.org
Kayla Kempar	Speech/Language Specialist	kkempar@tivertonschools.org
Lindsay Jacobs	Speech/Language Specialist	ljacobs@tivertonschools.org
Samantha Amaral	Teacher Assistant	samaral@tivertonschools.org
Carrie Belanger	Teacher Assistant	cbelanger@tivertonschools.org
Dawn Brayton	Teacher Assistant	dbrayton@tivertonschools.org
Cherie Canulla	Teacher Assistant	ccanulla@tivertonschools.org
Lisa Deane	Teacher Assistant	ldeane@tivertonschools.org

Donna Neville	Teacher Assistant	dneville@tivertonschools.org
---------------	-------------------	------------------------------

Intervention

Name	Position	Email Address
Jennifer Giles	Literacy Support	jpgiles@tivertonschools.org
Becky Chwalk	Literacy Support	rchwalk@tivertonschools.org
Sheree Alves	Math Interventionist 5/6	salves@tivertonschools.org
TBD	Math Interventionist 7/8	TBD

Grade 5

Name	Position	Email Address
Dawne Cayer	ELA/ Social Studies Teacher	dcayer@tivertonschools.org
Shelly Nogueira	ELA Teacher	snogueira@tivertonschools.org
D. Shaw Tillinghast	Social Studies Teacher	dtillinghast@tivertonschools.org
Andrea Palumbo	Math/ Social Studies Teacher	apalumbo@tivertonschools.org
Louann Pauls	Math Teacher	lpauls@tivertonschools.org
Nicole Powrie	Science Teacher	npowrie@tivertonschools.org
Diane Helger	Science/Social Studies Teacher	dhelger@tivertonschools.org

Grade 6

Name	Position	Email Address
Tara Messenger	ELA/Social Studies Teacher	tmessenger@tivertonschools.org
Kristyn Giorgi	ELA Teacher	kgiorgi@tivertonschools.org
Kristen Destremps	Math Teacher	kdestremps@tivertonschools.org

Christine Costa	Social Studies Teacher	ccosta@tivertonschools.org
Ruth Kilby	Science/Social Studies Teacher	rkilby@tivertonschools.org
Cortney Kingsley	Science Teacher	ckingsley@tivertonschools.org
Amy Richards Boyle	Math Teacher	arichards@tivertonschools.org
Megan DeCastro	Math/Social Studies Teacher	mdcastro@tivertonschools.org

Grade 7

Name	Position	Email Address
Christina Hallman	ELA Teacher	challman@tivertonschools.org
Staci DelDeo	Math Teacher	sdeldeo@tivertonschools.org
Amy Richards Boyle	Math Teacher	aboyle@tivertonschools.org
Daryll Rodewald	Social Studies Teacher	drodewald@tivertonschools.org
Paul Breault	Social Studies Teacher	pbreault@tivertonschools.org
Christine Oliveiro	Science Teacher	colivero@tivertonschools.org
Bradley Loomis	Science Teacher	bloomis@tivertonschools.org
Erin Godin	ELA Teacher	egodin@tivertnschools.org

Grade 8

Name	Position	Email Address
Nicole McGovern	ELA Teacher	nmcgovern@tivertonschools.org
Ruth Peckham	ELA Teacher	rpeckham@tivertonschools.org
Andrea Silvia	Math Teacher	asilvia@tivertonschools.org
Karin Tomis	Math Teacher	ktomis@tivertonschools.org
Maria Clarey	Science Teacher	mclarey@tivertonschools.org

Mary Ann Dischert	Science Teacher	mdischert@tivertonschools.org
Timothy Leary	Social Studies Teacher	tleary@tivertonschools.org
Carolynn Molloy	Social Studies Teacher	cmolloy@tivertonschools.org

TIVERTON MIDDLE SCHOOL HOUSE ORGANIZATION

Students in grades 5 - 8 are divided into two houses, the red house and the white house. The team of teachers plan together to meet the instructional needs of all students in the house.

CORE ACADEMIC SUBJECTS

1. English Language Arts
2. Mathematics
3. Science
4. Social Studies

SEMESTER CO-CURRICULAR SUBJECTS

1. Art
1. General Music
2. STEM (Science, Technology, Engineering, Math)
3. Health

YEAR LONG CO-CURRICULARS

1. Physical Education (GRADES 5-8)
2. RTI (Response to Intervention) Grades 5-8
3. Exploratory Spanish and Portuguese (grade 5 and 6 only)
4. Academic World Language, Spanish and Portuguese (grades 7 and 8 only)

ENRICHMENT/SOAR (STUDENT OPPORTUNITIES FOR ADVANCEMENT AND REMEDIATION) YEAR LONG

1. Band *see description
2. Chorus *see description
3. Orchestra *see description
4. Response to Intervention Grades 5-8 *See description

*Response to Intervention is a method of intervention used to determine the strengths and challenges of students at risk. It encourages early intervention through progress monitoring to help prevent academic failure, and help encourage positive behavior within our school. It is our philosophy that all children are entitled to an equal opportunity and a chance to be successful in the classroom.

Literacy Intervention Program: The Tiverton Middle School has three tiers of Literacy intervention based upon our district-wide and Rhode Island State Literacy policies. We offer: Tier 1 - Classroom Monitor (ELA teacher monitors student within the classroom setting), Tier 2 - Academic Literacy (course taught by an ELA teacher or Reading Specialist, and Tier 3 - Direct Reading Instruction (course taught by the Reading Specialist, based upon student need. Student progress is documented in the Personal Literacy Plan (PLP), an individually focused intervention plan based upon the specific needs of each child receiving literacy services.

Math Intervention Program: The Tiverton Middle School Math Intervention Program provides math support for students identified to have gaps in their mathematical understanding and practice. These students receive Tier 2 and Tier 3 math intervention. Students are seen in a small group setting where they are given additional support in areas they are working on in their regular classrooms so that they meet with more mathematical success on a day-to-day basis.

GRADE LEVEL ENRICHMENT

NEW CLASS OFFERING to all students

English Language Arts

Grade 5 - Writers Workshop: Growth Mindset

Grade 6 - Once Upon a Time: A Fairy Tale Study

Grade 7 - Media Literacy: How Media Affects Our Perceptions

Grade 8 - Public Speaking and Debate

Math

Grade 5 - Khan Academy

Grade 6 - Geometry

Grade 7 - Probability and Statistics Exploration
Grade 8 - Math Data Displays -charts, graphs, tables

BAND/CHORUS/STRINGS/GENERAL MUSIC

* There are two offerings within the music discipline at Tiverton Middle School.

GENERAL MUSIC

All Tiverton Middle School Students in grades 5-8 take General Music. General Music Classes meet daily for one quarter (45 days). Grade 5 meets 4th Quarter, Grade 6 meets 1st Quarter, Grade 7 meets 2nd Quarter, and Grade 8 meets 3rd Quarter.

PERFORMANCE ENSEMBLES

Performance Ensemble classes meet during SOAR (Student Opportunity for Advancement and Remediation). Students are allowed to choose one Performance Ensemble. Performance Ensemble choices are: band, chorus or orchestra. Performance Ensemble classes meet 2 OR 3 times per 6 day cycle. As a member of a Performance Ensemble, you are required to attend rehearsals and performances. Rehearsals and performances are scheduled during school, after school, and evenings. Rehearsals and performances are also part of the overall term, mid-year, and final grade for the class. Performance Ensembles may also have the opportunity to travel to other sites for concerts, competitions and adjudications. All students enrolled in Performance Ensembles must adhere to the Performance Ensemble Handbook.

GUIDANCE

The Guidance Department at Tiverton Middle School is concerned with the academic, emotional, social, personal and career development of all students. The counselors assist each student to be responsible and productive members of the school, community, and society. Counselors are available to students and parents throughout the school year and can be reached at 624-6668 ext. 2.

LIBRARY

The library is open for students. Any student owing a library book/and or money for a lost library book will not be allowed to participate in any of the end of the year activities. Students may receive appropriate consequences at the discretion of the Administration. Library will provide administration with a list of overdue books at the end of each quarter.

HEALTH SERVICES

School Nurse:

The Nurse's Office is located behind the main office. It is open from 7:50 am to 2:50 pm. Students must obtain a pass from a teacher or an administrator to visit the health office. The certified nurse-teacher monitors and helps maintain the health and safety of students and educates them on health issues. The nurse-teacher is the only professional who dispenses medication for a student. All accidents, injuries, or illnesses must be reported. The school nurse will provide medical attention and will notify a parent or guardian if necessary. Any student using their phone to contact parents about illness without reporting to the nurse are subject to disciplinary procedures.

Health services will perform the following required screenings:

Dental Screening - Annually on all 5th Grade students. A dental form is sent home before screenings, parents can decline screening if they prefer to have it done by their family dentist. If declined, a dental card will go home to be completed by family dentist and returned to school. Notices of findings are sent home with students.

Scoliosis Screening - Annually on all students grades 6th through 8th. This is a very simple screen performed by the nurse checking for curvature of the spine. Grade 7 students are exempt if they had it done as part of their 7th grade physical. A notice will be sent home before screenings, parents may decline screening if they wish to have it done by their family physician or for religious beliefs. Parents will be notified if their child needs further evaluation.

Vision Screening - Annually on all 5th and 7th Grade students. If your child fails a screening parents will be notified by mail.

Additionally, all students are required, per The State of Rhode Island Rules and Regulations for School Health Programs to provide proof of a physical examination and health clearance upon entering the 7th grade. This exam may be performed during the 6th grade, but no later than 6 months after entry into 7th grade.

Required Immunizations, according to the RI Department of Health, should be reviewed and received, if needed, at the time of the 7th grade physical examination. These immunizations include:

1. A Booster of TDAP vaccine
2. Three doses of Hepatitis B vaccine
3. Two doses of Varicella (chicken pox) or statement signed by doctor that your child has a history of chickenpox.
4. Two doses of MMR vaccine (Measles, Mumps, Rubella)
5. Four doses of Polio vaccine
6. One dose of Meningococcal vaccine
7. HPV per RI Dept. of Health

***Parents are urged to have immunizations updated and documented on the physical form before your child enters 7th grade. Exclusion from school will be enforced until the required immunizations are updated.**

Prescription Drugs & Medications

Only the School Nurse may accept medication of any kind from a parent or student. Medication must be in the original container or prescription bottle with the appropriate label. The nurse will administer the medication in the Health Office. Students may not carry or self-administer any medications. Inhalers and epi-pens may self-carried and self-administered with written agreement of the physician, parent/guardian, and school nurse teacher. Medication

administration forms are available from the nurse and need to be completed and signed by the parent/guardian and the doctor. For the safety of all students it is recommended that all medication be transported to school by a parent/guardian. In special circumstances a parent/guardian may contact the school nurse to plan an alternate medication transport procedure.

Generic Tylenol may be administered to students when needed, if a parent or guardian signs and returns a permission form. This permission form remains in effect for all four years while the student is in middle school. Cough drops may be taken only if the student has written permission for each day he/she needs the cough drops. Parents must supply the cough drops.

School Psychologist and School Social Worker

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

SCHOOL POLICIES AND PROCEDURES

EMERGENCY INFORMATION

So we are able to contact you in case of any emergency, be sure that we are provided with current phone numbers for our records where you or your designee can be reached any time that school is in session. Please call us during the year if any of the information changes, especially a phone number.

ATTENDANCE/ABSENCE/TARDINESS/TRUANCY

School Hours 8:05-2:35

School attendance is compulsory by law.

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

Absences: If a student is absent, a parent/guardian must call the **TMS Attendance Office** by 9:00 am at 624-6668, extension 5201.

Absences of five or more consecutive days will require an official/written medical excuse. Per Tiverton Public School Absenteeism Policy, the only excused absences are those supported by medical documentation..

Tardiness: Students must be on time to school. A student is tardy for school if he/she is not in school by 8:05am.

Early Dismissals:Early dismissals will be excused by the administration for medical/dental appointments and parents should provide a note from the medical/dental office upon return to school.

Truancy: A truancy court referral may be made in accordance with the district and state attendance policy.

MAKE-UP WORK

It is the responsibility of the student to make arrangements with his/her teachers to make up work and receive credit. This must be done within the number of days equal to the number of days absent. Per School Committee Policy, “Students will have one day for each day on vacation in which to make up work.” If a student has excused absences only for three or more consecutive days, parents may contact the Guidance Office to request homework. Each member of the TMS faculty will designate one day after school each week for students to make-up work. This designated day will be communicated to families at the start of the school year.

LOST OR DAMAGED PROPERTY

The school cannot accept responsibility for stolen money, cell phones, iPods, or other articles. Students should become increasingly responsible for their own property as well as that of the school. Labeling articles will assist in the return of lost items. We strongly advise that students not bring to school excessive amount of money or valuables. We often have unclaimed clothing and other articles in our lost and found section of the cafeteria. Please return any found items to the main office.

LOCKERS

All students are provided with one locker for clothing, books, and school supplies. Please ensure that your locker is securely locked at all times and that you keep all belongings in the locker.

These lockers are and remain the property of the Town of Tiverton and are in the care, custody and control of the Tiverton School Committee. The school administration has the right and responsibility to search lockers when there are reasonable grounds to believe that prohibited articles may be contained therein and to confiscate such articles. Every effort will be made to have the student present except in circumstances where either (a) the student is unavailable; or (b) having the student present might jeopardize the safety or welfare of those present in the school building; then the student will be notified by the following day. The school department will not assume responsibility for the loss or theft of any personal belongings kept in a student's locker. Lockers may not be used in any way inconsistent with law and/or school rules. Only school issued locks are to be used on school lockers. Students may go to their lockers at designated times. If the lock is lost there is a \$5 replacement fee. *Please refer to the policy section under locker searches for more information.

LUNCH

You will eat lunch at one of the following times:

1st Lunch: 11:28 am--11:53 am

2nd Lunch: 11:58 am - 12:23 pm

3rd Lunch: 12:28 pm- 12:53 pm

The cost of lunch is: Lunch - \$2.95 Reduced Lunch - 40¢ Milk - 60¢

While in the lunchroom, you should behave respectfully with each other and the adults supervising the area. When finished with lunch, you should clean your tabletop and the area around and under your table, and you should behave in an orderly manner until dismissal.

Money will not be loaned to a student to buy lunch. If there are any allergies, kindly notify our school nurse.

Lunch Laps: Grades 5, 6, 7 and 8 will be allowed outdoor social time for approximately ten to fifteen minutes after lunch. In all cases, food and drink should never be taken out of the cafeteria and rough play is not allowed while outdoors. Also, once you go out, remain outside until the end of the outdoor break.

Breakfast is also available for students in grades 5-8 at Tiverton School District rates: \$1.50, free and reduced: .30 cents.

SCHOOL PHONE

Classroom and cafeteria phones are for emergency use only with the permission of the classroom teacher or cafeteria supervisor. If there is a home emergency, parents may request to speak to the Principal or Assistant Principal.

Any student found tampering with the phone (i.e. calling 911 as a prank) will be suspended.

ADVISORY

The Tiverton Middle School provides a nurturing environment that is child-centered and conducive to the unique learning needs of our students. Advisor/Advisee programs are considered to be an essential element of developmentally responsive middle schools. It has been established that when students make lasting connections with one adult, academic and personal outcomes improve. At the Tiverton Middle School School, teachers and guidance counselors together will implement an advisor/advisee program that is designed to provide support and care throughout our students' middle school years. Each child within the school will establish a positive relationship with at least one adult in the school.

ASSEMBLIES

We believe that students can learn in many different ways. One way to reinforce some of the things that are taught in regular classes is through assemblies. We regularly use our cafeteria or gymnasium to have special presentations of visiting guest speakers and presenters. Please keep in mind that when students are a member of an audience, they are required to be on their best behavior and to show proper appreciation of the performance or presentation.

GUEST SPEAKERS

Guest Speakers that are elected officials, candidates for public office, representatives of either, must first be approved by the Superintendent of Schools based on a written request from the teacher(s) involved and the School Principal. Policy #423.

FIELD TRIPS

Field trips (excluding regularly scheduled athletic events) must be pre-approved by the school Principal and Superintendent. Requests must be submitted in writing for approval. Field trips taken during the school day must be related to curriculum and may be funded by voluntary donations from the parents of the students taking the field trip, yet there must be a plan to fund any student's participation if his or her family does not contribute. No students shall be excluded from an approved field trip due to his or her family's lack of contribution. The school department's field trip policy, #1262, is available with all other policies of the Tiverton School Committee on the district webpage.

STUDENT RECREATION NIGHTS

Recreation nights may be scheduled throughout the school year for students in grades 7 and 8, and grades 5 and 6. In order to attend a recreation night, a student may not receive any detentions or disciplinary referrals to the office during the week of the dance. Students who do attend must remain for the entire duration of the night. They may not arrive late or leave early. A student who is absent or suspended from school on the day of a rec night may not attend. Typically, dances will be from 6PM – 8PM. Parents are asked to pick up students promptly at 8:00 P.M. Students are not allowed to walk home. Recreation nights are for Tiverton Middle School students only.

BACKPACKS/BOOK BAGS

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

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

CELL PHONE/SMARTWATCH/HEADPHONES-EARBUDS

The use of cell phones and any other audio or video electronic devices including Smart watches is not permitted during the school day. Cell phones are to be powered off and secured in a student's locker for the entire school day. Headphones and earbuds are not allowed to be seen outside of their use as part of classroom instruction. This includes hanging from pockets or in students' ears. If seen it will be treated as a cell phone offense and will have to be turned in to the office.

BULLYING/CYBERBULLYING

Tiverton Middle School will not tolerate bullying in ANY form including but not limited to physical or verbal intimidation, abetting bullying or cyberbullying in school. Bullying is taken very seriously by TMS administration, faculty and staff and we expect it to be reported immediately. The Tiverton Middle School has a bullying form in the office, (addendum a), and students are also encouraged to report incidents of concern on the district website: "if you see something, say something". For more specifics refer to the Tiverton School Department bullying and harassment policy as the Tiverton Middle School follows the Rhode Island Safe Schools Act. Please refer to the Safe School Acts

<http://www.ride.ri.gov/StudentsFamilies/HealthSafety/BullyingSchoolViolence.aspx>

BOOKS

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

classroom libraries, teachers should make selections based on the American Library Association standards for middle school.

GUM CHEWING

Chewing gum is not allowed in any part of the school building or on busses. Refusal to dispose of the gum when asked by faculty or staff may result in disciplinary action.

BICYCLES, ETC.

With written permission, a student may ride a bicycle to school. It is highly recommended that all students wear approved bicycle helmets as outlined in the Rhode Island General Laws. Students will not be able to secure their bicycles on school property if they do not have the necessary safety helmet. Bicycle racks are provided outside the school. Bikes must be left in the racks for the entire school day. It is the students' responsibility to see that the bike is locked at all times. The use of inline skates, scooters and skateboards are not permitted on school grounds. Skateboards also cannot be brought to school.

FOOD/DRINK/BOTTLES

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

CANCELLATION OF SCHOOL

This section outlines the procedures that the Tiverton Schools will use when the normal course of schools may be disrupted due to a weather emergency, building or system problem, or any other event which may cause a change in the usual schedule of school openings and closings or routine work schedule.

DEFINITIONS

NO SCHOOL. Day when schools will not operate. There will be no transportation provided to public or private schools, inside or outside Tiverton, on that day.

DELAYED OPENINGS. School will open later than usual. During “Delayed Openings,” transportation will be provided to all students attending schools in district and out-of-district. Dismissal times will be regular dismissal times on those days. Opening time with 1 (one) hour delay for students will be: 9:05am.

EARLY DISMISSAL. When the school day has already started and it is necessary to close the schools earlier than the normal time.

NON-SCHOOL DAYS. When school is not scheduled to be in session, such as seasonal school vacations, summer, etc., but are workdays for year-round employees.

EMERGENCY CLOSING OF SCHOOL INFORMATION. School Closing Announcements will begin at approximately 6:00 AM on the following TV stations: Channel 6 (WLNE-TV); Channel 12 (WPRI); Channel 64 (WNAC-FOX); Channel 10 (WJAR-TV); and Channel 36 (RI PBS). RI Public Broadcasting provides information to numerous radio stations, including: WHJJ-AM (920), WRNI-AM (1290), WSKO-AM (790) and WWBB-FM (B101/101.5), WHJY-FM (94.1), WSNE-FM (Coast 93.3), WPRO-FM (92.3), JAZZ-FM (102.7) School Messenger alerts will be sent out via broadcast. This contact information is obtained from our ASPEN database.

BUS SAFETY CODE

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

The following rules apply to student behavior on buses.

- No fighting, roughhousing or any other actions which are threats to safety
- No inappropriate language
- No littering the bus or throwing objects out of the windows as stipulated by state law.

- All riders must keep head, hands and arms inside the bus at all times in accordance with state law
- Students must remain seated until the bus reaches its destination.
- Students may be assigned seats, if deemed necessary by the bus driver or monitor.
- Smoking of any substance on the school bus, vaping, use of matches or a cigarette lighter are serious violations of the Bus Safety Code.
- No cell phone usage allowed.
- No food or drink should be consumed on the bus.

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

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

Second Offense - A one day suspension of bus privileges

Third Offense - A five day suspension of bus privileges

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

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

DRESS CODE

Tiverton School District Policy #1210 states:

“Any article of dress or hair style that is detrimental to the health, safety, or the morality of the student body or to the instructional process, is prohibited.”

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

The following may not be worn in school at any time:

- Dog collars, chokers, chains around one's neck with links exceeding 1/4 " , chains to secure wallets or other items to one's clothing or person or chains attached to one's clothing.
- Wristbands, neck collars, or clothing with spikes of any type.
- Abbreviated tops: halter, tube, tank, those that expose the midriff and cannot be tucked in, and those that are overly revealing or distracting are not allowed.
- Clothing of an overly revealing or distracting fashion is not acceptable.
- No transparent/mesh clothing.
- Low riding pants or jeans that display underwear, as well as excessively revealing shorts or skirts, are not permitted.
- Shorts and skirts must be below a student's thumb when the arm is at rest at his/her side.
- Beach wear, cut off shirts and mens' tank tops are not permitted.
- Clothing, insignia buttons, jewelry, or any other apparel which advocates, advertises, or flaunts the use of tobacco or alcohol products, drugs, violence, gangs, or contains obscene, questionable or suggestive printing are not be permitted.
- Jeans that are ripped/torn that have holes above the mid-thigh are not permitted.
- No spaghetti straps. All tops must have straps at least 2 inches in width.
- No flip flops, athletic slide shoes, or slippers will be permitted. Appropriate and safe footwear must be worn for safety reasons.

Outdoor clothing

- Including hats, caps, visors, bandanas, hoods and other forms of outdoor headgear may not be worn unless worn for religious purposes.
- Coats , hats, and jackets will not be worn in school except for medical reasons. An administrator may waive this provision when classrooms are too cold for comfort. Coats, jackets and headwear are to remain in lockers during the school day.
- Sunglasses will not be worn in school, unless required for certified medical reasons.
- Students may wear sweatshirts, sweaters, lightweight fleece jacket or vest.

PHYSICAL EDUCATION

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

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

RECOMMENDATIONS

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

VOLUNTEER POLICY

Tiverton School District policy #992 specifies the RI rules and regulations on volunteers working in school. The TMS welcomes volunteers subject to the guidelines outlined in that policy.

TRANSFERS

In the event that you plan to move to another community, please notify us at least one day prior (preferably earlier) to your child's last day of attendance so that we can complete all transfer records. This will make enrollment much easier in your child's new school. Please be aware that all textbooks must be returned to the Tiverton Middle School prior to the release of records. Flyers for businesses are not to be distributed. Flyers for non-profit agencies must be approved by the Superintendent in advance of each requested distribution. Whenever possible, principals will use electronic distribution for approved flyers.

TELEPHONE MESSAGES

We will be happy to forward parent messages to students during lunch time and at the end of the school day. PLEASE UNDERSTAND IT IS NOT POSSIBLE TO INTERRUPT CLASSES TO SPEAK DIRECTLY TO YOUR CHILD UNLESS THERE IS AN EMERGENCY. Please be assured that all information you wish your son/daughter to have will be given to him/her before the day ends.

COMMUNICATIONS

The School Committee's communications plan aims to build stronger relationships across our community, and set consistent expectations for how all district employees share and receive information to support the district. Policy #1075 governs such district communications, including email and social media.

The district maintains online calendars of scheduled professional development opportunities, staff meetings, and school activities. Within our secure network, you may send and receive electronic invitations to meetings with colleagues, and confidential meetings with students' families.

INQUIRIES REGARDING POTENTIAL GRANTS AND SPECIAL ACTIVITIES

If you have a proposal or opportunity for grant funded activities, you must first request a meeting with your Principal and/or the Assistant Superintendent to discuss ideas or suggestions regarding potential grant funding. Requests for grant proposals are to be submitted in writing to the Superintendent, in advance of submission. School Committee policy governs applications for all grants.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Automated external defibrillators are located within the Tiverton Middle School. The intent is that they will be used by trained school and community members to promptly treat sudden cardiac arrest. AED's are housed in accessible and well-marked cabinets in various locations

throughout the school. Tampering with the cabinets or AED's for any other reason than intended is a serious offense. The school nurse has an additional AED stored in the clinic for coaches for sports and athletic events. Anyone interested in becoming certified in First Aid and CPR/AED, should contact the American Red Cross, The American Heart Association or the school nurse about classes.

ACADEMIC POLICIES AND PROCEDURES:

REPORT CARDS

Reports of students' progress are available anytime by accessing the ASPEN portal. A password to the portal will be issued to both you and your student. Report cards are issued in November, January, April, and June. The format of the report card may vary from each grade and subject. Also, selected comments will be listed dealing with student behaviors and class participation. All subjects will be listed on the report card.

NATIONAL JUNIOR HONOR SOCIETY

Since 1929, the National Junior Honor Society has been recognizing the highest achieving students in grades 6-8. Modeled after its well-known companion program, the National Honor Society, NJHS provides a solid foundation for ambitious middle level students as they prepare for their high school and higher education pursuits.

Selection to the TMS chapter of the NJHS is based on scholarship, leadership, character, citizenship, and service. Students must also show they adhere and promote the Tiverton Middle School Code of Conduct guidelines listed in this handbook. Eligibility is considered if a student has a cumulative grade point average of 3.6 or higher at the conclusion of the 3rd quarter in their 6th and/or 7th grade year. Students who are eligible will be notified and have the opportunity to submit an application for membership. The TMS Faculty Council will review all applications and notify students of acceptance into NJHS before the end of the school year. A ceremony to formally induct all new members is held in early fall of the following school year.

HONOR ROLL

Tiverton Middle School has an honor roll in grades 5-8. When determining if a student has made Honor Roll, it is important to note ALL CLASSES, academic, Performance Ensembles, and co-curriculars, are taken into consideration. In order to make Honors, a student must earn an 80 or higher in all classes. In order for a student to earn High Honors, a student must earn a 90 or higher in all classes.

STATE ASSESSMENTS

Students in Grades 5 – 8 are required to participate in the RICAS(Rhode Island Comprehensive Assessment SystemAssessment) assessment in mathematics and English Language arts. Additionally, 5th and 8th grade students are required to participate in NGSS (Next Generation Science Standards) Science testing. The results of these assessments are given to school districts upon completion. We are then able to include the data in students' files, enabling us to consider additional information when reviewing their progress and educational plans. The testing dates will be posted on the school website, as soon as they become available.

We consider this component of our students' school experience to be very important. We ask for parents' help and cooperation by making sure students attend school on time on all testing days, get sufficient rest, and eat a healthy breakfast.

ACADEMIC ELIGIBILITY FOR STUDENT PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Athletic eligibility will be determined by the current standards of the Rhode Island Principals' Committee On Athletics (RIPCOA) rules. This may be accessed at www.ripcoa.org.

SPECIAL EDUCATION SERVICES

Special education services are provided for those students with identified disabilities. If a child qualifies for Special Education, the services are provided according to the child's needs and the Individual Education Program (IEP), developed cooperatively by parents, special and regular education staff, and nurse and consultants when appropriate. These services may include, but are not limited to resource, intensive resource and self-contained classes; adaptive physical education, occupational and/or physical therapy; speech and/or language resources, and counseling. If you suspect that your child may have a disability and you wish to refer your child, please contact your child's teacher or call 624-6668.

TITLE IX INFORMATION

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. In an effort to comply with Title IX, the Tiverton School Department affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. Additional information on Title IX policies and procedures is available in each school building and at our central office. Anyone who believes that discrimination on the basis of sex has occurred should contact the appropriate building representative for information and advice on the complaint procedure.

REHABILITATION ACT OF 1973 NONDISCRIMINATION UNDER FEDERAL GRANTS

(Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and Rhode Island General Law 28-5.1, Equal Opportunity and Affirmative Action)

Section 504 of the Rehabilitation Act of 1973 is Congress' directive to any organization to eliminate discrimination based on disability from all aspects of school operation. It states: "No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Since the Tiverton School

Department receives federal dollars, we are required to provide eligible disabled students with equal access (both physical and academic) to services, programs, and activities offered by our schools. Information on the process for reviewing Section 504 eligibility and parent rights is available in each school building. Parents have the right to file a complaint with the district if they feel their child's rights have been violated. Forms for filing a complaint and additional information on the process for addressing Section 504 parent complaints are available in each school office. An appropriate education for a Section 504 disabled student may require the provision of specific accommodations and related services in order to meet the needs of the student. Section 504 focuses on assuring access to educational services and the learning process that is equal to that given students who do not have disabilities. For a student to qualify for Section 504 protection the student must meet three criteria. The three criteria are (1) a mental or physical impairment (or has a record of an impairment or is regarded as having an impairment), (2) which substantially limits (3) one or more major life activities. It is important to understand that all three criteria must apply to a student before that student is eligible for Section 504 protection. In addition, this disability must be why the student cannot equally access or receive benefit from the school's programs and services. For additional questions regarding 504's at Tiverton Middle School, please contact:

**Mr. Robert Campion, Assistant Principal, Tiverton Middle School, 10 Quintal Drive,
Tiverton, RI 02878 (401)624-6668
rcampion@tivertonschools.org**

The Tiverton School Department shall not discriminate in admissions, treatment, or access to educational programs, activities, and facilities or in regard to employment opportunities on the basis of sex, sexual orientation, and gender identity or expression. Inquiries regarding activities relating to ensuring nondiscrimination should be directed to:

**Amy Donnelly-Roche, Assistant Superintendent, Tiverton Administration Office, 100
North Brayton Road, Tiverton, RI 02878 (401) 624-8475**

adonnellyroche@tivertonschools.org

Integrating students is beneficial for all students, as well as their parents and teachers. Providing positive experiences in integrated educational settings allows non-disabled students and adults to work closely and become more accepting of individuals who are disabled. Special education teachers, occupational therapists, physical therapists, and speech pathologists provide services in the school, which may benefit all students. Successful integration of the student population involves parents, students, teachers, and support staff. An appreciation of the value and uniqueness of every student will help make integration of the student population a positive experience.

STUDENT RECORDS

Family Educational Right to Privacy Act

The Tiverton Public Schools require that each school within the district follow the Family Educational Rights and Privacy Act of 1974 and the Rhode Island Education Bill of Rights, RI Gen. Laws & 16-71-1 et seq. which assures parents, or guardians, and students that student records are confidential and accessible.

Parents, legal guardians, and students have the right to:

- Inspect all education records pertaining to their children.
- Inspect the part of a school record that directly pertains to their children.
- Call for a hearing to challenge the accuracy of the contents of the student's educational records.
- Consent to or reject in writing the release of records.

For the purposes of this policy, Educational Records are defined as “all material that is incorporated into each student's cumulative folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to identifying data, academic work, achievement level, attendance data, test scores, health data and verified reports of serious or recurrent behavior patterns.”

INSPECTION OF RECORD

A parent, or a student who is 18 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within a reasonable time but no later than 45 days after the request. The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials. The parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

School Records normally include: directory information, health card, academic records, attendance record, standardized test scores.

CONFIDENTIALITY OF RECORD

With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed access to information in the student record without the specific, informed, written consent of the parent of the student.

AMENDMENT OF RECORD

The parent and student have the right to add relevant comments, information, or written materials to the student record. In addition, the parent and the student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system. School Records normally include: Directory Information, Health Card Academic Records, Attendance Record, and Standardized Test Scores.

**SCHOOL-WIDE STUDENT EXPECTATIONS
TIVERTON MIDDLE SCHOOL CODE OF CONDUCT**

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

I. Purpose

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

KEY OBJECTIVES

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

II. Student Responsibilities

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

Students are responsible for:

- Being respectful and working cooperatively with all members of the school community
- Attending school each day and being on time to school and class.
- Fully participating in lessons and monitoring their progress towards grade/course learning expectations.

- Completing all required assignments and meeting all timelines to their best ability.
- Being respectful of school facilities, equipment, and supplies.
- Coming prepared for school each day to be a productive member of the school community.

III. Teacher Responsibilities

When a student is experiencing difficulty in managing his/her behavior, the classroom teacher is responsible for providing the appropriate instruction, supports, and consequences to assist the student in achieving the desired improvement in behavior, and to ensure there is minimal disruption to the learning environment for the other students. If the behaviors persist, the teacher will contact the parent/guardian to discuss additional supports and consequences at school and at home. If these actions do not produce the desired results, and in the judgement of the teacher, a student requires the attention of a principal, assistant principal, counselor, or other specialist she/he will so inform her/his principal in writing which is dated. The principal or assistant principal will arrange as soon as possible for a conference among herself/himself, the teacher, parent or guardian and an appropriate specialist if deemed necessary, to discuss the problem and to decide upon proper steps for its resolution.

When, in the judgement of a classroom teacher, a student is by her/his behavior seriously disrupting the instructional program to the detriment of other students the teacher may exclude the student from the classroom and refer her/him to the principal or assistant principal. In such cases the principal or assistant principal will arrange as soon as possible under normal circumstances within a reasonable amount of time a conference among herself/himself, the teacher, the parent or guardian to discuss the problem and to decide upon proper steps for its resolution.

IV. Administration Responsibilities

The administrator or his/her designee will examine the student behaviors and problems referred to him/her. The administrator will educate and discipline the student while informing the parents of the inappropriate behavior.

The Assistant Principal, upon receipt of the referral, will treat the student and situation with the degree of severity warranted. Regarding students with disabilities, the district will follow the

Regulations of the Board of Regents for Elementary and Secondary Education governing the Special Education of Students with Disabilities and Section 504 of the Rehabilitation Act of 1973.

V. Consequences:

Detention (Teacher): The classroom teacher can assign students for detention for classroom infractions. Twenty-four hour notice will be given and the parent will be called by the teacher. The length of detention will be determined by the teacher and take place after school. Failure to stay for teacher detention will result in referral for office detention.

Detention (Office): An administrator may assign office detention Monday-Friday, after school. Twenty-four hour notice will be given and the parent will be called by the assistant principal or his/her designee. The length of time will be for one hour. Failure to fulfill detention requirements will result in further disciplinary action. When there is no late bus, the parent/guardian is expected to pick the child up from school. Office detention runs from 2:35-3:35.

Lunch Detention (Teacher/Administrator): Teacher or administrator can assign lunch detention to students as needed for disciplinary reasons. Parent or guardian will be notified.

In-School Suspension (ISS): Provides an alternative to Out of School Suspension. ISS allows students to attend school and to complete and receive credit for class assignments in a structured environment. Parents/guardians of students will be notified by the assistant principal or his/her designee.

Out of School Suspension (OSS): A suspension from school (academic and social) privileges for disciplinary reasons by an authorized member of the administrative staff for not more than 10 consecutive days, providing such suspension will not extend beyond the end of the school year in

which it is imposed. Parents/guardians of students will be notified by the assistant principal or his/her designee.

School Committee Suspension: The School Committee may exclude a pupil for up to 180 school days if, after a full hearing, the committee finds his/her conduct endangers persons or property, is seriously disruptive to the educational process, or is in violation of School Committee Policy

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

SUSPENSION

Procedures Governing Suspension

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

1. The administrator shall make reasonable attempts to notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension.
2. A letter will be sent to the parent/guardian stating the nature of the infraction and noting the consequences. This letter will be sent to the last reported address of the parent/guardian.
3. If a student is suspended (OSS), a parent conference is required before returning to school.

4. Textbooks and homework may be provided for each pupil for the duration of the suspension period exceeding five days. It is the responsibility of the parent/guardian to pick up this work from the school. The student will be allowed to complete any class work, including examinations, without penalty, which he/she missed while under suspension. All make-up work must be completed within the period of time equal to the number of days suspended, (i.e. 5 days OSS = 5 days to make up work). This period begins immediately upon returning from suspension.

Procedures Governing Exclusion

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

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

RULES AND REGULATIONS FOR SCHOOL FUNCTIONS AND EXTRACURRICULAR ACTIVITIES

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

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

TIVERTON MIDDLE SCHOOL BEHAVIOR MATRIX

GLOSSARY

OD - Office detention
TD-Teacher detention
LD - Lunch detention

ISS - In School Suspension
OSS - Out of School
Suspension

SOS-Social Suspension
LOP - Loss of Privileges
SCS-School Committee
Suspension

This chart is used as a guideline. Administration reserves the right to alter the support and/or consequence. Any behavior that is outrageous, overly disrespectful, dangerous, or not specifically stated in the chart, is subject to administrative review, immediate office referral, and assignment and consequence.

Please note: All school rules apply on buses and on school grounds.



School Attendance:

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

Excused Absences, Tardiness, Early Dismissals:

Excused absences include absence due to illness or injury as documented in writing by a medical professional and provided upon a student’s return to school, or participation in a religious holiday. To the extent possible, all families should schedule appointments and activities outside of school hours.

BEHAVIOR	SUPPORTS AND CONSEQUENCES
<p>ATTENDANCE: All students are expected to be in school for 180 days. In accordance with state and federal regulations, students who are absent 18 days or more, including excused and unexcused absences, are considered chronically absent. The only excused absence is one for a doctor or dentist appointment and a doctor's note must be provided upon return to school</p> <p><i>UNEXCUSED ABSENCES: All absences not covered by the definition of “excused absences” above shall be considered “unexcused”, including vacations.</i></p>	<p>Families will receive an automated phone call each day their child is absent.</p> <ul style="list-style-type: none"> ● 1 day absent: parent/guardian should notify the office before 9 am ● 5 consecutive days absent: principal will direct the nurse to request a medical statement. ● 8 consecutive days absent: principal will direct the nurse to intervene. ● 10 consecutive days absent: principal will send letter to notify families of their child’s absence in order to promote regular attendance. ● Student absent from school will not be allowed to participate in any after school, or evening activities on the day of absence. It should be noted that there is no such thing as an excused absence. You are either present or absent.
<p>TARDINESS: Students are expected to be on time, everyday, all day.</p> <p><i>TARDY TO SCHOOL - UNEXCUSED (A doctor’s or dentist’s note must be provided for a tardy to be excused.)</i></p>	<p>Families will receive an automated phone call if their child is tardy without prior notification to the school.</p> <ul style="list-style-type: none"> ● After 3 or more times. Parent phone call from Assistant Principal. ● After 5 or more times. Parent phone call from Assistant Principal/meeting with Assistant Principal/Guidance and lunch

	detention for each unexcused tardy.
LATE TO CLASS	<ul style="list-style-type: none"> ● 1st offense: Warning ● 2nd offense : Teacher phone call home (Tier 1 intervention) ● 3rd offense : Possible Teacher Detention (Tier 1 intervention) ● 4th offense: Office referral-office detention (1-5), call/notify home, possible LOP, possible SOS, Family Group Conference, possible suspension
<p>EARLY DISMISSALS: All students are expected to stay in school for the entire day. Leaving early is a disruption to student learning. In the event a child must be dismissed from school early, parent(s)/guardian(s) must notify the school (by note, email, or call) before 9:00am the day of dismissal.</p> <p>EXCUSED DISMISSAL: Dismissal for medical/dental appointment.</p> <p>UNEXCUSED DISMISSAL: Dismissals not covered by the definition of “excused dismissals” above shall be considered “unexcused”.</p> <p><i>UPON RETURN TO SCHOOL STUDENTS MUST PROVIDE: a doctor’s or dentist’s note</i></p>	<ul style="list-style-type: none"> ● 1-4 unexcused dismissals: call home, ● 5 or more unexcused dismissals could result in office lunch detention and/or possible truancy. <p>Students who are dismissed early will only be allowed to participate in extracurricular activities for that day if a note is provided from their doctor or dentist.</p>
STUDENT IN CORRIDOR WITHOUT A PASS	<ul style="list-style-type: none"> ● 1st offense:Warning. ● 2nd offense:Call home by teacher (Tier 1 intervention) ● 3rd offense: Lunch detention. ● Subsequent: Office detention (1 hr. after school), possible LOP, possible SOS
<p>CUTTING / LEAVING CLASS - REMAINING ON SCHOOL GROUNDS - LEAVING SCHOOL GROUNDS</p>	<p>If student remains on school grounds...</p> <ul style="list-style-type: none"> ● 1st offense: (1) office detention, and parent contact by assistant principal or his/her designee.

	<ul style="list-style-type: none"> ● Subsequent: 1/2 day ISS and office detention and parent contact. <p>If a student leaves school grounds..</p> <ul style="list-style-type: none"> ● 1st offense: (1) day ISS, parent contact by assistant principal or his/her designee ● 2nd offense: (2) day ISS, parent contact by assistant principal or his/her designee, 2 weeks SOS for after school activities ● 3rd offense: Up to 3 days ISS, parent contact by assistant principal or his/her designee, loss of privileges (LOP)
<p>RESPECT FOR SELF AND OTHERS</p> <p>A respectful learning environment positively affects a student's education and life outcomes. This includes self-awareness, self-management, social awareness, relationship skills, and responsible decision making</p>	
<p>REFUSAL TO LEAVE CLASS WHEN DIRECTED BY AN ADULT</p>	<ul style="list-style-type: none"> ● 1st offense: Office referral- after school detention 1-5, parent/guardian contact by assistant principal or his/her designee ● Subsequent offense: Family Group conference, up to 5 days ISS, parent/guardian contact by assistant principal or his/her designee
<p>INSUBORDINATION/DEFIANCE (including failure to identify oneself)</p>	<ul style="list-style-type: none"> ● 1st offense: Parent/guardian phone call by teacher (Tier 1 intervention) ● 2nd offense: Parent/guardian phone call by teacher (Tier 1 intervention) ● Subsequent offense: Office referral, up to 5 days ISS, parent/guardian contact by assistant principal or his/her designee, Family Group Conference
<p>MAJOR CLASSROOM DISRUPTION</p>	<ul style="list-style-type: none"> ● 1st offense: Parent/guardian phone call home by teacher, office referral, after school detention (1-3 days) ● 2nd offense: office referral, after school detention (1- 5days), parent/guardian contact by assistant principal or his/her designee ● Subsequent offense: Family Group conference, up to 5 days ISS, or OSS,

<p>MINOR CLASSROOM DISRUPTION: Refusal to follow school/classroom procedures/directions, routines, requests;chronic lack of work completion/classwork</p>	<p>parent/guardian contact by assistant principal or his/her designee</p> <ul style="list-style-type: none"> ● Call home by teacher (Tier 1 intervention) ● Teacher consequence ● Possible teacher detention <p>*refer to behavior slips for classification of minor and major disruptions</p>
<p>FAILURE TO REPORT FOR TEACHER DETENTION</p>	<ul style="list-style-type: none"> ● 1st Offense: 1 Office detention (OD), parent contact ● 2nd Offense: multiple office detentions, parent contact ● Subsequent Offense: possible 1 day ISS, parent contact, up to one week LOP SOC
<p>INAPPROPRIATE LANGUAGE IN SCHOOL</p>	<ul style="list-style-type: none"> ● Call home by teacher (Tier 1 intervention) ● Subsequent offense: lunch detention 1-5
<p>ABUSIVE, VULGAR, OR PROFANE LANGUAGE</p>	<ul style="list-style-type: none"> ● Office referral and 1-5 days detention (teacher or administration) ● Parent called by Assistant Principal or his/her designee
<p>HATS AND HOODS- Students are not allowed to wear hats or hoods at any time during the school day.</p>	<ul style="list-style-type: none"> ● 1st offense- warning ● 2nd and subsequent offense - Referral to office and 1 Day Lunch Detention, confiscation of hat and parent contact by Assistant Principal or his/her designee
<p style="text-align: center;">SAFE, HEALTHY, AND SECURE LEARNING ENVIRONMENTS</p> <p>Establishing safe, healthy, and secure learning environment is essential to the achievement and success of students. The following supports and consequences will be implemented.</p>	
<p>*BULLYING/HARASSMENT</p>	<ul style="list-style-type: none"> ● Up to 10 days OSS

<p>Harassment includes, but is not limited to, writing, uttering or recording epithets, slurs or anything that may be construed as offensive to any individual's ethnic, religious, racial, or religious heritage, or to one's gender, sexual orientation or disability. Includes cyberbullying, which is sending distributing, or posting inappropriate or harmful text messages, images or videos using the internet, cellular devices or other communication devices; with or without the direct or tacit permission of the victim. See district Bullying Policy #1116</p> <p><i>All incidents of bullying/harassment must be reported to the Guidance Department and school disciplinary authority (written referral)</i></p>	<ul style="list-style-type: none"> ● Family Group Conference ● Referral to Superintendent/School Committee for additional suspension ● Possible police notification ● Referral for counseling
<p>Dress</p> <p>See "Dress Code"</p>	<ul style="list-style-type: none"> ● 1st offense - Student will be required to change into proper attire. A warning will be issued with parent contact ● 2nd offense - 1 OD and parent contact ● 3rd offense - ISS and Family Group Conference ● 4th and subsequent offenses - OSS and Family Group Conference <p>Refusal to comply with these rules will result in immediate suspension</p>
<p>Detention: Failure to report</p>	<ul style="list-style-type: none"> ● 1st Offense: 2 Office detention (OD), parent contact ● 2nd Offense: possible 1 day ISS, parent contact, Family Group Conference, up to one week LOP SOC
<p>Electronic Devices</p> <ul style="list-style-type: none"> ● The use of cell phones and any other audio or video electronic devices is not permitted during the school day. Such use/ possession at school will result in confiscation. 	<ul style="list-style-type: none"> ● 1st offense- turn phone into administration, return at the end of day ● 2nd and subsequent offense- turn phone into administration, parent contact and parent must pick up

<p>Refusal to follow directions regarding technology</p>	<ul style="list-style-type: none"> ● 1st offense-teacher consequence, teacher phone call home ● 2nd offense-teacher consequence, computer restriction ● Subsequent Offense-loss of computer and/or loss or restriction for the duration of the school year, multiple before/after school detentions, Family Group Conference, possible LOP, possible ISS and/or OSS
<p>Failure to follow an administrator’s directive</p>	<ul style="list-style-type: none"> ● Up to 3 days OSS, Counseling, Family Group Conference
<p>False Accusations: Any false accusations made against a student or staff member with the intent to defame their character or reputation</p>	<ul style="list-style-type: none"> ● Up to 10 days ISS or OSS pending the severity, Counseling, Family Group Conference
<p>Fighting</p> <ul style="list-style-type: none"> ● If fighting is premeditated, consequences will be increased 	<ul style="list-style-type: none"> ● Up to 10 days OSS ● Parents/Guardians of all involved notified ● Family Group Conference ● Referral to Superintendent/ School Committee for additional suspension ● Possible police notification
<p>Fire regulation violation</p> <ul style="list-style-type: none"> ● Bomb threat ● Fire ● Bomb ● Fireworks ● Smoke bomb ● Stink Bomb 	<ul style="list-style-type: none"> ● 10 days OSS ● Parents/Guardians notified ● Family Group Conference ● Referral to Superintendent/School Committee ● Police notification ● Referral for counseling ● Referral to Fire Starter's Intervention Program
<p>Hateful Act/Crime - including cyber transmissions An action motivated by hate due to some characteristics or perceived characteristics of a person or people. Any act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation,</p>	<ul style="list-style-type: none"> ● Up to 10 days OSS ● Parents/Guardians notified ● Family Group Conference ● Referral to Superintendent/School Committee ● Possible police notification ● Referral for counseling

<p>harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to a person's religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment. Should the hateful act be determined to be criminal in nature, police charges may be filed.</p>	
<p>Plagiarism/Cheating</p> <ul style="list-style-type: none"> ● Including cyber transmissions, academic dishonesty 	<p>1st offense-</p> <ul style="list-style-type: none"> ● "0" for assignment ● Parent contact by teacher ● Report incident to the administration <p>2nd and subsequent offenses-</p> <ul style="list-style-type: none"> ● 0" for assignment ● Mandatory parent conference with teacher and administrator
<p>Sexual harassment - including cyber transmissions</p> <p>See district sexual harassment School Committee Policy #1165</p>	<ul style="list-style-type: none"> ● Up to 10 days OSS ● Parents/Guardians notified ● Family Group Conference ● Referral to Superintendent /School Committee for additional suspension ● Police notification ● Referral for counseling
<p>School property - failure to return textbook(s), Chromebooks (see Chromebook agreement) or other non-consumable supplies and equipment</p>	<ul style="list-style-type: none"> ● If a textbook, Chromebook, classroom issued equipment is not returned, or has been lost or stolen, reimbursement for the full cost of the textbook/equipment must be made prior to issuing a final grade for a course if a book/equipment is noted as a course requirement in the course syllabus. If payment is not made, a grade of incomplete and indefinite social suspension will be issued until restitution is made.

<p>Unauthorized Area Presence in an unauthorized area, including but not limited to:</p> <ul style="list-style-type: none"> ● Using the elevator without permission from the school nurse or administration ● Roaming the hallways defined by a student being in an unauthorized area or abusing a pass privilege. 	<ul style="list-style-type: none"> ● OD or ISS/OSS ● Parents/Guardians notified ● Family Group Conference ● Possible social suspension ● Possible police notification <p><i>Students must show their passes to any staff member that asks for the pass. Refusing to disclose a pass to any staff member will result in disciplinary action.</i></p>
<p>VANDALISM, EXTORTION, THEFT</p>	<ul style="list-style-type: none"> ● Possible ISS ● Up to 10 days OSS ● Police notification ● Restitution ● Family Group Conference
<p>Video recording or photographing staff/students without permission OR inappropriate use of, or distribution of, or posting of pictures/videos of staff/students without permission</p>	<ul style="list-style-type: none"> ● 1st offense- 1 day OSS ● Family Group Conference ● 2nd and subsequent offenses- up to 3 days OSS, Family Group Conference, and minimum 2 weeks SOC
<p>Weapon or dangerous instruments</p> <ul style="list-style-type: none"> ● Student possession, handling, or transferring of any weapon as defined in school policy. <p>School Committee Policy #1112</p>	<ul style="list-style-type: none"> ● Up to 10 days OSS ● Parents/Guardians notified ● Family Group Conference ● Referral to Superintendent/School Committee for exclusion ● Police Notification ● Confiscation
<p>Snow-Ball Throwing</p>	<ul style="list-style-type: none"> ● 1st Offense-warning ● 2nd offense-parent contact, possible office detention, LOP

DUE PROCESS

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

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

DISTRICT POLICIES

HEALTH AND WELLNESS POLICY # 1142

The Tiverton School Department (TSD) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn. Students who are fit, healthy, and ready to learn are better able to achieve their academic potential. The TSD is concerned with the health and well-being of students, including the prevalence of childhood obesity and consequent health implications. The promotion of health and wellness extends to staff, as well. Healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. Thus, TSD is committed to supporting healthy eating, nutrition education and physical activity.

The purpose of this policy is to set forth goals for our schools to provide children and adolescents with a healthy environment where they can consume nutritious meals, snacks and

beverages; get regular physical activity; and learn about the importance of lifelong healthy behaviors. Goals will be provided in the following categories:

- Health and Wellness Subcommittee
- Nutrition Education
- Nutrition Guidelines for All Foods on School Campus
- District Food Service Program
- Food Safety and Security
- Eating environment
- Physical Activity and Education
- Employee Wellness
- Implementation, Monitoring and Reporting

TSD will use the Center for Disease Control and Prevention's Coordinated School Health approach to comprehensive school wellness. The Coordinated School Health model includes 8 areas of school health: (1) safe environment; (2) physical education; (3) health education; (4) staff wellness; (5) health services; (6) mental and social health; (7) nutrition services; and (8) parent/family involvement.

In accordance with the attached RIGL§ 16-21-28, the school committee shall establish a district-wide Health and Wellness Subcommittee (HWS), to be chaired by a member of the full school committee. The subcommittee will make recommendations regarding the district's health education curriculum and instruction, physical education curriculum and instruction, and nutrition and physical activity policies to decrease obesity and enhance the health and well being of students and employees.

The school health and wellness subcommittee shall consist of members of the general public, a majority of whom are not employed by the school district, including at least one parent, and are encouraged to include teachers; administrator; students; community and school-based health professionals; business community representatives; and representatives of local and statewide nonprofit health organizations.

This Subcommittee shall have the following responsibilities:

- Review the District's Health and Education and Physical Education curricula and instruction in collaboration with K-12 PE/Health Teachers and School Nurses on a bi-annual basis to identify aspects which could be changed in order to improve its focus on decreasing obesity and enhancing the health and well-being of students and making recommendations to the Superintendent and/or School Committee regarding any potential changes.
- Collaborate and coordinate resources to drive school health objectives, periodically review and suggest updates to the Wellness Policy, make recommendations to the Superintendent and the School Committee regarding issues related to healthy students, and annually prepare all district, state, and federal reports required of HWSs.
- Ensure that the content of the Health and Wellness policy is communicated to all staff, families and community members on a regular basis.
- Engage families in meeting the district wellness goals, by providing information through district and school websites, school newsletters, and other means of communication, as appropriate. This includes a description of the school meal program, menus, and nutrition information for school meals (e.g., calories, saturated fat, sugar)

Nutrition Education

Nutrition education is necessary for students to understand what constitutes healthy eating and to adopt lifelong healthy eating behaviors. Nutrition education should be integrated into the Health Education curriculum and other subjects, as appropriate at each grade level to provide students with the knowledge and skills necessary to promote and protect their health. School staff plays an important role in modeling and promoting healthy behaviors. Schools are strongly encouraged to collaborate with the Food Service Provider in offering presentations for students, staff, and families related nutrition education.

To be effective, nutrition education for children should be appropriate for the students' ages, reflect their cultures, and provide opportunities for them to practice nutrition skills and have fun. Nutrition education will meet at a minimum state and federal regulations.

District Food Service Program

The purpose of the National Breakfast Program and National School Lunch Program, operated by TSDs Food Service Provider, is to safeguard the health of our community's children. In order to achieve this purpose, Food Service Provider must provide students adequate and high quality nutrition during the school day, which will help them learn good nutrition practices and how those contribute to their health – and indirectly to their learning. Programs will comply with all federal, state and local regulations.

The Food Service Provider shall feature and encourage students to eat more fruits and vegetables, locally-sourced produce, lean protein items, whole grains, and vegetarian options. School food services will continue to increase their offerings of minimally processed food that is low in fat, sugar and sodium and is of higher nutritional value and lower energy density. It is especially important that TSD adhere to the nutrition standards for the a la carte items sold during school meals by the Food Service Provider. The Food Service Provider should lead, by example, school district efforts to provide healthy options for students.

The Food Service Provider will work with the school administration to promote participation in breakfast and lunch programs through strategies such as:

- Promoting the availability of the breakfast and lunch program through the district and school websites and school newsletters;
- Developing reasonable alternatives to barriers such as morning bus schedules that limit student access to food service programs,
- Providing periodic food promotions to encourage taste testing of healthy new foods being introduced on the menu.

In addition, the Food Service Provider will work with the Director of Administration and

Finance and the Chairperson of the Health and Wellness Committee to establish a Food Service Advisory Committee.

The committee will consist of two or more members of the Health and Wellness Committee, representatives from the District's Food Service Provider Building Principals (one from each level) and two students from each grade level. The committee will conduct Food Service Advisory Committee Meetings two times per year in each school for the purpose of providing input to the school meal program.

Nutrition Guidelines for All Foods on Campus

The integrity of the school nutrition environment depends on the quality of *all* foods and beverages sold or served at school. Foods that provide little nutritional value compete with healthy school meals, send mixed messages to students, undermine nutrition education efforts, District Nutrition Guidelines shall be in accordance with state and federal regulations and address all food and beverages sold or served to students from vending machines; in school stores; as well as a la carte items sold during school meals. Snacks provided to students during the school day by school staff, students or parents must comply with the District Nutrition Guidelines, with the exception of the school events listed below. Recommendations for healthy food choices are available through the school nurses. In addition, the use of food as a reward is strongly discouraged.

Decisions about the sale of all foods will focus on nutrition goals for students, and all food sales mentioned above shall comply with applicable federal, state, and district regulations.

The *following events are exempt* from the District Nutrition Guidelines:

Occasional school celebrations including, but not limited to, birthdays and holidays, may offer alternative food choices. However, it is strongly encouraged that celebration activities promote healthy nutrition and physical activity

- After-school concessions

- Fundraising for sale and consumption of foods outside of the school day.

In addition, the marketing of unhealthful products which do not meet school nutrition guidelines is prohibited. Advertisements displayed within schools shall promote healthy choices and behaviors, including signage on vending machines, posters, banners, and informational flyers.

All schools in which one or more students have a food allergy will take the following steps, in accordance with state regulations:

- Post a notice at school entrances and within the cafeteria providing notice that a student in the school has an allergy to a specific food source;
- Prohibit the sale of peanuts/tree nuts, peanut butter and other peanut-based products in the school cafeteria;
- Designate one peanut/tree nut free table in the cafeteria; and designate a classroom(s) per grade to be peanut/tree nut free, as needed, based on food allergy concerns.
- Develop an Individual Health Care Plan (IHCP) and an Emergency Health Care Plan(EHCP) for each student identified with a food allergy with potentially serious health consequences.

Schools will communicate food allergy concerns to all staff and parent groups and recommend alternatives to providing foods for school celebrations and classroom activities. Classroom teachers and school staff will discourage students from sharing food, to further protect students with food allergies.

Food Safety/Food Security

The food offered to students in the schools must not only be nutritious, but must also comply with state and local food safety and sanitation regulations. The quality of the food is determined both by the foods' nutrient value and by the standards by which it was prepared.

Eating Environment

A well-designed and pleasant eating environment is important to the promotion of students' healthy eating habits. Schools need to assess traffic flows, time allotted for school meals, and cafeteria layout to ensure that students are actually encouraged to eat nutritious foods being provided to them during the school day.

Meal periods are to include at least 20 minutes for lunch and, at least 10 minutes for breakfast. In addition, students and staff will have access to free drinking water within the eating environment and in other locations throughout the school setting.

Physical Education and Activity

Physical Education (PE) - sequential, developmentally appropriate K-12 curriculum, in accordance with the RI Physical Education Framework, enabling students to develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.

Physical activity is critical to a child's healthy weight and healthy lifestyle, as well as to his/her ability to focus in the classroom. To ensure that all children are staying active, physical activity needs to be incorporated into the daily school curriculum and prioritized as essential to each child's social and academic achievement. Physical Education courses will provide an environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge of personal fitness goals and practices.

1. TSD will teach an evidence-based physical education and health education curriculum that is consistent with federal and state law.
2. Physical education classes will have the same student/teacher ratios used in other classes.
3. The physical education program shall be provided adequate space and equipment and conform to all applicable safety standards.
4. Schools must provide a minimum of 30 minutes of moderate to vigorous physical activity daily for all students in grades 1-4, including a minimum of 20 minutes of daily recess

scheduled before lunch. Kindergarten teachers will incorporate daily physical activity, as appropriate with their half day kindergarten program.

5. TSD will provide all school students with 100 minutes per week of instruction from certified health and physical education teachers.
6. Structured/unstructured recess and other physical activity (such as, but not limited to, physical activity time, physical education or intramurals) shall not be taken away from students as a form of punishment, and severe and/or inappropriate exercise may not be used as a form of punishment for students.
7. TSD will encourage schools to offer structured physical activity opportunities before or after school through clubs, classes, intramural or interscholastic activities.

Employee Wellness

The Wellness Coordinator will develop a plan to encourage, promote, reward, and support staff health and wellness.

Monitoring, Implementation and Evaluation

1. This policy and any proposed updates will be posted and accessible on the school district website.
2. The Superintendent will designate a Wellness Coordinator to provide ongoing technical support and leadership for the implementation of all school wellness initiatives and the district Wellness Policy. The Wellness Coordinator will be responsible for monitoring the implementation of the Wellness Policy in the schools and will consult with school building administrators about Wellness Policy compliance issues.
 1. The principal of each school is responsible for providing the leadership necessary to be in compliance with the Wellness Policy. The Food Service Provider/Director is responsible for meeting the nutrition regulations set forth in this policy. The Superintendent and the School Committee are responsible for providing resources necessary for the achievement of the Wellness Policy Goals.

2. The Wellness Coordinator, working with the Food Service Provider staff and school administration, will report publicly to the Superintendent and the School Committee on Wellness Policy implementation and evaluation on an annual basis. This report will be based as much as possible on objective data collection (including the submission of any forms or reports required by the Superintendent or designee) and will include detailed assessments of the following elements:
 - The extent to which schools are in compliance with the Wellness Policy;
 - How the Wellness Policy and practices compare to other school districts and model policies;
 - A description of the progress made in attaining the goals of the Wellness Policy.
 - A Wellness Policy implementation plan at the district and school level with measurable objectives for attaining each goal of the Wellness Policy

Regulations and Procedures

The Superintendent shall develop regulations and procedures for the implementation of this policy.

The School is committed to provide time monthly for teachers to connect in a personal way with a small group of students to provide advice and encouragement. Because we believe that our students need to be life-long learners, work cooperatively with others, appreciate diversity, and become active, responsible citizens, we believe the advisor/advisee program will be instrumental in our students' positive academic and personal development. Through meaningful activities, the advisor/advisee program will further develop our students' sense of belonging with adults, other students, and the community.

SUBSTANCE ABUSE POLICY #1136

The substance abuse policy of the Tiverton School System has the primary focus of prevention through education. Please refer to the policy for more specifics.

USE OF FACILITIES-POLICY #411

1. Outside organizations seeking to use public school facilities must be filed submit a Building Use Form with the respective school and the Superintendent's office.
2. The Board or its authorized agent may reject any request or cancel any approval previously granted
3. In all cases regular school activities and requests by school organizations shall be given priority over outside organizations for the use of any part of the building.
4. Approval is not transferable.
5. An approved Building Use Form will be returned to the applicant.
6. The central office will send a copy of any Building Use Form issued to the principal.
7. It is understood and agreed that the applicant assumes responsibility for the preservation of order in said building, for any damage to or loss of school property, and for the strict observance of all school regulations with regard to the buildings.
8. Outside organizations, clubs, and individuals may be required to furnish a certificate of liability insurance.
9. The holder of a Building Use Form to use any part of the school building or grounds must provide sufficient fire and police protection when recommended by the Superintendent.
10. Only that part of the school building specifically mentioned in a Building Use Form is to be used.
11. There shall be no smoking in school buildings or on school department property in accordance with state law.
12. All national and state laws, local ordinances, and rules of the Police and Fire Departments regarding public assemblies must be strictly complied with.
13. No special apparatus is to be moved into the building unless special permission is granted.
14. The services of Custodians do not include erecting or dismantling of scenery or equipment unless such scenery or equipment is the property of the School Department.
15. Scenery, and other equipment provided by the holder of the Building Use Form must be removed from the building promptly after the performance so as not to interfere with school activities.

16. Whenever materials, equipment, furnishings, or rubbish are left after the use of a school building by persons not officially connected with the schools, the party to whom the Building Use Form is issued will be required to pay for the cost of the removal of same, which will not be delayed for the convenience of the party who used the building.

17. Should the holder of a Building Use Form wish to cancel a reserved date, the School Department must be notified at least by 12 noon on the day of the meeting or performance. If no notice is received by the Board, and the holder of the Building Use Form fails to appear within one hour after the meeting or performance is scheduled to start, the holder of the Building Use Form must pay the regular charge for the extra services of each Custodian employed, and also the operating costs (if any) for the time the building is kept open.

SCHOOL SEARCH AND SEIZURE POLICY (School Committee Policy #1164)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles when parked on school property under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion to believe that students may be in possession of drugs, weapons, alcohol, and other materials (“Contraband”) in violation of school policy or state law. Students suspected of bringing contraband on the school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials and shall be subject to search. The Administration may utilize canines as provided in the Administrative Procedures.

Locker Searches

Lockers are school property and therefore hold no expectation of privacy. School officials may search students’ lockers when there is reasonable suspicion that the search will turn up evidence that the student has or is violating either school rules or the law. School officials have legal

rights to search lockers without notice, including the use of animals and equipment to assist the search.

Search of Personal Property

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

TECHNOLOGY RESOURCES RESPONSIBLE USE POLICY

Computers: Tiverton School Department Policy #1175: Acceptable Use of the Internet. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, and numerous organizations. The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students, much like books, magazines, video, CD-ROM and other informational sources. The Board endorses student use of the Internet for learning and research which enhances information available through other mediums. This includes participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the Tiverton School Department. While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting.

The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet would be impossible. Therefore, individual users of the Tiverton School Department network are responsible for their use of the network and are expected to use it responsibly. To ensure appropriate usage, the administration will establish guidelines for student exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical

use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve students' rights to examine and use information to meet the educational goals and objectives of the District. In addition, the District shall take steps, such as using filtering programs to block access to objectionable material, access controls and supervision by staff to monitor and/or restrict access to the electronic informational resources. In recognition of the potential for improper use of the Internet in the educational setting, the Board requires that students who use the Internet comply with the following policies, as well as comply with any guidelines for use promulgated by the administration: 1. The use of the Internet is a privilege. As the owner of both the hardware and software that is available, the Tiverton School Department may withhold this privilege. Failure to Policy 1175 Instruction Computers: Acceptable Use of the Internet (continued) adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities. 2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Tiverton School Department. 3. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number. 4. Users will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer. 5. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user. 6. Users may not establish any official representation of the school or school district (i.e., Internet home page) without obtaining prior approval of school administration. To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, the Tiverton School Department must obtain the written permission of a student's parent or legal guardian before the student may access the Internet.

FIRE DRILLS, EVACUATIONS, AND LOCKDOWNS

RIGL 16-21-4 requires a designated number of drills each year. Students are to assume that all fire alarms indicate an actual fire, unless told otherwise by the administration. All students regardless of their mobility are to file out of the building quickly and silently, following all instructions which might be given. Special safety plans will be written for students who have medical issues relating to mobility by the nurse and special educators. These plans will also be approved by the fire marshall. At the beginning of the school year teachers will review ALL evacuation procedures with students (addendum b,c,d). If it is necessary to evacuate, students must report to and remain with their teacher. Lockdown drills will also be conducted during the year. Students are to remain in the assigned area unless instructed to report to another location by the teacher, administrator or staff. Students exhibiting unacceptable behavior will be referred to the administration for an appropriate consequence.

REPORT FORM (SAMPLE)
(Bullying and/or Cyber-bullying)



TIVERTON MIDDLE SCHOOL
Bullying/Harassment/Intimidation Incident Reporting Form

This form is to be confidentiality maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Incident Report to be filed in the disciplinary record.

Directions: Bullying/Harassment/Intimidation (BHI) are serious offenses and will not be tolerated. If you are a student, the parent/guardian of a student, a volunteer or visitor, and wish to report an incident of alleged bullying/harassment/intimidation, complete this form and return it to the Principal or Administrative Designee at the student's school. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name and returning to the assistant principal's office. **Every reported act of BHI will be investigated, and parents/guardians will be informed.**

Person reporting incident (please print)

Are you student faculty/staff parent/guardian other:

Telephone/Contact information

Signature _____ Date

____/____/____

Name of Student Targeted _____ Grade

VICTIMS	OFFENDERS	WITNESSES
---------	-----------	-----------

Where did the incident occur? (check all that apply)

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> School Grounds | <input type="checkbox"/> School sponsored event/activity:
_____ |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Bus | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Cell Phone | |
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Internet | |
| <input type="checkbox"/> Locker Room | | |

What happened during the incident? (check all that apply)

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Humiliating | <input type="checkbox"/> Retaliation | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Threat | <input type="checkbox"/> Cyber-bullying | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Intimidation | <input type="checkbox"/> Stalking | |
| <input type="checkbox"/> Exclusion | <input type="checkbox"/> Physical contact | |

Please list any previous incidents:

Date	Brief Description

Describe the incident:

Are there immediate safety needs? ___ yes ___ no **If yes, send student to office for prompt attention.**

Date		Action
	Investigating Administrator _____	
	Parent Contacted/Number _____	
	Student Support Service Team to follow-up _____	
	School Nurse _____	
	Police/SRO _____	
	Superintendent _____	
	Outside Therapist/Doctor _____	
	Other: _____	

TIVERTON MIDDLE SCHOOL REFERRAL FORM SAMPLE

1. Student Name:	2. Date:	3. Time:	4. Grade: 5 6 7 8
5. Referring Staff:		6. Location: ___Classroom ___Hallway ___Gym ___Caf.	
6a. Other Locations: ___Office ___Bus ___Library ___Bathroom ___School Grounds ___Event/Activity ___Locker Room			
7. Interventions Check as many as were used	8. Unexpected Behavior Check Only One		9. Decision Check Only One
<p>What Actions Were Taken...</p> <input type="checkbox"/> Offered a replacement Behavior/Activity <input type="checkbox"/> Parent/guardian called <input type="checkbox"/> Parent/guardian conference <input type="checkbox"/> T.I.G.E.R.S matrix reinforced <input type="checkbox"/> Acknowledged on-task behavior of others <input type="checkbox"/> Used proximity <input type="checkbox"/> Quietly redirected Student <input type="checkbox"/> Private conference with student <input type="checkbox"/> Offered student a "Break" <input type="checkbox"/> Offered a quiet work space <input type="checkbox"/> Re-taught skill <input type="checkbox"/> Delayed non-preferred Task <input type="checkbox"/> Reflection sheet <input type="checkbox"/> Tier 1 plan <input type="checkbox"/> Teacher detention <input type="checkbox"/> Other _____ _____	<p>Classroom Managed (Minor)</p> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Excessive talking <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance/non-compliance - unprepared for class - failure to return notice <input type="checkbox"/> Minor disruption <input type="checkbox"/> Dress code-1st offense <input type="checkbox"/> Technology violation <input type="checkbox"/> Property misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Forgery/theft <input type="checkbox"/> Lying/cheating <input type="checkbox"/> Other _____ _____	<p>Office Managed (Major)</p> <input type="checkbox"/> Abusive/inappropriate language <input type="checkbox"/> Inappropriate display of affection <input type="checkbox"/> Fighting/physical aggression <input type="checkbox"/> Harassment/bullying* <input type="checkbox"/> Disrespect/insubordination <input type="checkbox"/> Major disruption <input type="checkbox"/> Dress code violation <input type="checkbox"/> Technology violation <input type="checkbox"/> Property damage <input type="checkbox"/> Excessive tardy (4 or more) <input type="checkbox"/> Forgery/theft <input type="checkbox"/> Lying/cheating <input type="checkbox"/> Skip class/detention/truancy <input type="checkbox"/> Alcohol/Drugs <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Weapons <input type="checkbox"/> Other _____ _____	<p>A. Faculty/Staff Decision Phone Call With Parent Date _____</p> <input type="checkbox"/> Conference With Student <input type="checkbox"/> Break From Activity <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time Away From Group <input type="checkbox"/> Conference With Others Involved <input type="checkbox"/> Pre-arranged Detention <input type="checkbox"/> Teacher Detention <input type="checkbox"/> Lunch Detention Other _____ _____ <p>B. Administrative Decision Parent Contact/Meeting Date _____</p> <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Conference with Student <input type="checkbox"/> Time in Office <input type="checkbox"/> Lunch Detention _____ <input type="checkbox"/> Detention _____ <input type="checkbox"/> Social/Athletic Suspension

			<input type="checkbox"/> In-School Suspension _____ <input type="checkbox"/> Out of school suspension # of days suspended _____
10. Possible Motivation: Attention (___Peer ___Adult) Avoidance (___Peer ___Adult ___Item/Task)			
11. Comments: _____ _____ _____			
12. Faculty/Staff/Administrator:			Date:
13. Student:			Date:
14. Administrator:			Date:



TIVERTON MIDDLE SCHOOL

This is to verify that my child and I have reviewed the **2019-2020** Tiverton Middle School Student Handbook and we understand the section **“Infractions Requiring Disciplinary Action”**.

STUDENTS

NAME: _____ **GRADE:** _____
(Please print)

DATE: _____

STUDENT

SIGNATURE: _____

SIGNATURE OF PARENT OR GUARDIAN:

DATE: _____

****SIGNED FORMS MUST BE RETURNED TO FIRST PERIOD TEACHER**