

**North Cumberland Middle School  
Student-Parent Handbook  
2009-2010**



**Superintendent of Schools**

Dr. Donna Morelle

**Assistant Superintendent of Schools**

Dr. Susan Carney

**North Cumberland Middle School Administrators**

Dr. Richard Drolet

Principal

Jason Masterson

Assistant Principal

North Cumberland Middle School  
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Cumberland, RI 02864  
(401)-333-6306  
(401)333-1262 – Student Absence Line  
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[www.northcumberlandmiddleschool.com](http://www.northcumberlandmiddleschool.com)

This handbook belongs to:

Name: \_\_\_\_\_

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## **Cumberland Public Schools**

[www.cumberlandschools.org](http://www.cumberlandschools.org)

### **Cumberland School Committee**

Donald J. Costa– Chairperson  
Earl T. Wood– Vice Chairperson  
Ryan Pearson– Clerk  
Lisa Beaulieu  
Rosa Crowley  
Brain Kelley  
Dan Pedro

#### **ADMINISTRATION**

Superintendent of Schools  
Dr. Donna Morelle

Assistant Superintendent of Schools  
Dr. Susan Carney

Director of Administration  
Joseph Rotella, Esq.

Cumberland School Department Business Manager  
Alex Prignano

Special Education Director  
Lisa Colwell

Director of Technology  
Mike Chandler

Director of Facilities  
Richard Hilton

#### **An Equal Opportunity Affirmative Action Employer**

The Cumberland School Department does not discriminate on the basis of age, sex, race, religion, national origin, color or disability in accordance with applicable laws and regulations.

## **Section A: General Information**

### **North Cumberland Middle School “Northstars”**

#### **Mission Statement**

To celebrate life, learning, and to pursue excellence;  
 To encourage and inspire respect;  
 To embrace diversity; and  
 To value the accomplishments of all members of the NCMS community.

#### **Our Statement of Student Success:**

Successful students understand their role in learning and put forth their best effort to exceed their expectations. Students that are motivated and inspired to continuously improve academically and personally are successful. Successful students are respectful and responsible school citizens who contribute to a positive learning environment.

North Cumberland Middle School community members are:

**Respectful, Responsible and Ready to Learn!**

#### **Program Organization**

North Cumberland Middle School is organized in the middle school concept of interdisciplinary teams. An interdisciplinary team consists of four to five teachers of the core academic areas (mathematics, social studies, English/Language Arts, and science). During a common planning time period, a team of teachers work together on curriculum matters, scheduling, student concerns, and team activities. Each team has its own expectations within the framework of school regulations and policies as set forth in this handbook.

The school will follow a six day rotating letter day schedule (A, B, C, D, E, F days). Another aspect of the middle school concept is exploratory opportunities in our Unified Arts rotation. These classes consist of:

Physical Education	Health
Art	Technology Education
Family and Consumer Science	Instrumental Music
World Language	Library Skills

Reading Services and Special Services are available on an as needed basis in accordance with the state and federal regulations set forth by the Rhode Island Department of Education.

#### **Advisory Program**

All middle school children experience significant changes in social, emotional, intellectual, physical, and psychological development. Based on this belief, all teachers at North Cumberland Middle School are committed to understanding students’ needs and providing them with opportunities and experiences, both academically and socially.

In order to meet these challenges in an effective way, the North Cumberland Middle School Advisory program will create a climate and community between teachers, students, and the school by:

- supporting opportunities to build relationships with trusted adults who will advocate for them
- aiding in developing interpersonal and decision-making skills
- providing opportunities to support and be supported by their advisor as well as their peers
- recognizing, appreciating, and celebrating diversity within the community

\*Advisory meets two days a week (Tuesdays and Thursdays for 25 minutes).

## School Staff Directory                      2009 - 2010

<b>Administration and Guidance Team</b>		<b>Student Services Team</b>	
Dr. Drolet	Principal	Ms. Iuliano	Speech/Language Pathologist
Mr. Masterson	Assistant Principal	Mrs. Kelly	School Nurse
Mrs. Holmes	Admin. Assistant	Officer Payson	School Resource Officer
	Admin. Assistant	TBA	School Psychologist
Mrs. Hennessey-Liptrot	Guidance (A-K)	Mr. Alix	School Social Worker
Mrs. Dubois	Guidance (L-Z)	Mrs. Hanley	Reading Specialist
<b>Team 6A</b>		<b>Team 6B</b>	
Mrs. Gaboury	Science/SS	Ms. Hart	Paraprofessional
Mrs. Gagnon	Social Studies	Mrs. Doherty	Resource Specialist
Mrs. Kamer	Science/ELA	TBA	Math
Mrs. Langlois	Paraprofessional	Ms. Martino	Social Studies
Mrs. Lussier	Paraprofessional	Mrs. Paquet	Science
Mr. O'Neill	Resource Specialist	Ms. Redihan	English/Language Arts
Mrs. Queenan	Math/ELA		
Mrs. Rodenhiser	Resource Specialist		
Ms. Shields	Math/ELA		
<b>Team 7A</b>		<b>Team 7B</b>	
Mrs. Carlson	Math	Mrs. Lemoine	Paraprofessional
Mrs. Emery	Science	Ms. Manteiga	Resource Specialist
Mr. Geary	Geography	Mrs. McLellan	Geography
Ms. Kemble	English/Language Arts	Mr. Samek	Science
Mrs. Lemieux	Resource Specialist	Mrs. Szymanski	Math
Mrs. Young	Paraprofessional	Mrs. Vadenais	English/Language Arts
<b>Team 8A</b>		<b>Team 8B</b>	
Mr. Fanning	Resource Specialist	Mrs. Custer	Resource Specialist
Mrs. Mailloux	History	Mrs. Coughlin	Math
Mrs. Richard	Paraprofessional	Ms. Viola	English/Language Arts
Mrs. Vachon	Science	Mr. Therien	History
Mrs. Lang	English/Language Arts	Mrs. Hewey	Paraprofessional
Ms. Del Prato	Math	Ms. Sisak	Resource Specialist
		Ms. Rivet	Paraprofessional
<b>Custodial Team</b>			
Mr. Perry	Ms. Jacques	Mrs. Szumita	Paraprofessional
Mr. Santos	Mr. Mageau	Mr. Lombardi	Science
<b>Unified Arts</b>			
Mrs. Breslin	Spanish	Mrs. Shaw	French
Ms. Dwyer	Physical Education	Mr. Gibbs	Physical Education
Ms. Devolve	Health Education	Mr. Bowser	Instrumental Music
Mrs. Morin	Family and Consumer Science	Mrs. Oldmixon	Librarian/ Media Specialist
Mr. Colwell	Technology Education	Ms. CimerolD'Arezzo	Art Education

## PRINCIPAL'S MESSAGE

Dear Students:

I would like to take this opportunity to welcome you to the North Cumberland Middle School. The years that you spend here will be both rewarding and enjoyable. It is the goal of the entire faculty and staff to provide you with the best possible educational experience as well as to prepare you to meet the challenges of the future.

Your responsibilities while a student at North Cumberland Middle School are varied. Strive to ensure that you get the most out of each class and that you complete all requirements to the best of your ability. If you are struggling through a particular concept, or need extra help, please talk to your teachers and actively seek their assistance. By setting a good example, working hard, and behaving properly, you are recognizing the seriousness of a good education. This way you are establishing patterns that will remain with you throughout life.

I encourage you to participate in the various activities that take place during your middle school years and take advantage of the opportunities that present themselves. It is our intention not only to provide you with a well-rounded education, but also to help guide you through this important adolescent stage in your life.

This handbook is provided to help you and your parents better understand the policies and procedures of North Cumberland Middle School and to familiarize you with the curriculum that will be offered and the personnel that will be available to you during the school year. Once you and your parents have finished reading the handbook, please have them complete the Parent Acknowledgment Form. This signed form should be returned to your homeroom teacher within three days after receiving the handbook.

Thanks and Best Wishes for a Wonderful School Year,

*Richard Drolet*

Richard Drolet, Ed. D.  
Principal



## 2009-2010 Bell Schedule

### Non-Advisory (M, W, F)

HR	7:45-7:55
Period 1	7:55-8:57
Period 2	8:57-9:55
Period 3	9:55-10:50
Period 4 Lunch	1 <sup>st</sup> -10:54-11:16 2 <sup>nd</sup> -11:20-11:42 3 <sup>rd</sup> -11:46-12:08
Period 5	12:10-1:07
Period 6	1:07-2:10

### Advisory (T, Th.)

HR	7:45-7:55
Period 1	7:55-8:49
Advisory	8:49-9:14
Period 2	9:14-10:03
Period 3	10:03-10:50
Period 4 Lunch	1 <sup>st</sup> -10:54-11:16 2 <sup>nd</sup> -11:20-11:42 3 <sup>rd</sup> -11:46-12:08
Period 5	12:10-1:07
Period 6	1:07-2:10

### **Morning Procedure**

1. Each school day begins at 7:45 a.m. and ends at 2:10 p.m.
2. Students will not be allowed in the building until 7:45 a.m. except during inclement weather.
3. Seventh and eighth grade students will enter the building by the main entrance and sixth graders will enter by the sixth grade entrance (right side of the front of the school).
4. Upon entering the building, students will go directly to their lockers and homerooms.
5. All students who arrive after 7:45 a.m. will enter the building through the main entrance.
6. All students who would like to eat breakfast enter school at 7:45 a.m. with their classmates. They are to check in with their homeroom teacher first, and then when given teacher permission can proceed to the cafeteria. All students who choose to eat breakfast must return to homeroom by 7:55 a.m.
7. By 7:55 a.m. all students must be seated in their homerooms. Anyone not in homeroom at this time, although present in school, will be considered tardy.
8. Students must have school approved passes to be in the corridors during homeroom period.

### **Lunch Period Expectations**

At the appropriate bell:

1. Teachers escort their classes to cafeteria door.
2. Students who are interested in purchasing a lunch will immediately line up in front of the stage. Students who bring a lunch from home are expected to select a seat to begin lunch. Seating is at a first come, first serve basis.
3. All students are to remain in that seat for the duration of the lunch period. Students should only be out of their seats to clean up their trash when they have finished eating.
  - 3.1. All students will be required to help clean up their table area, top and underneath *Whether or not they were personally responsible for any remaining debris.*
4. Students who need to use the restroom during lunch may do so independently. Only one student should be in the restroom at a time.
5. A student must have a pass to leave the cafeteria.
6. At the end of the lunch period, students will be dismissed by teacher only after all trash is cleaned up properly.
7. All food and beverages must be consumed prior to students exiting the cafeteria. Students are not allowed to take food outside of the cafeteria without permission.
8. Teachers escort their classes from the cafeteria following the lunch period.
9. A peanut free table will be available for students with allergies. Any student bringing restricted food to the designated table will be subject to disciplinary action.
10. Free and reduced lunch applications are available in the main office.
11. **We encourage students who are purchasing a lunch to pre-pay in advance. This can be done during homeroom period. Please make checks payable to Cumberland Public Schools if paying by check.**

### Afternoon Procedure

1. Students will be dismissed from their 6<sup>th</sup> period classes following the afternoon announcements.
2. Bus students will be dismissed to their busses first. Walkers will be dismissed when busses have cleared the school and a determination has been made that it is clear to dismiss.
3. The only students allowed in the building after dismissal are those with legitimate school business.
4. Students remaining after school will report directly to their assigned rooms. Once they are finished with their school business, students will exit through the main doors.

### Student Records

The School Committee supports the need of educational records being kept for each pupil that will reflect the interrelationships of the physical, emotional, and social aspects of a student's development in the educational process. Student records normally include directory of information, attendance record, academic record, health card standardized test scores.

A cumulative record is maintained for each pupil during his/her years at North Cumberland Middle School. All material in each cumulative record shall be treated as confidential. 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.

Parents may have full access to and the right to challenge the accuracy of data on their children. Parents may request the opportunity to examine their child's cumulative academic record and other pertinent school materials presently in their school folder. Parents will be informed within forty-six (46) days of the time and date of this examination. All examinations will take place between 9:00 a.m. and 3:00 p.m. Forms for these requests are available in the guidance office.

### Student Information Forms

During the early part of the school year students will receive a student contact data form to be completed and returned to their homeroom teacher. This form is very important as it tells us the person to contact in case of injury or illness. Please notify the school if any changes occur during the school year, i.e., change of address, work phone number or person to contact in case of emergency. **No child will be released to anyone who is not listed on the student contact data form.**

### Communicating Court Orders

No-contact restraining orders, properly documented, must be filed with the school administration as soon as they are in effect. Any changes to these orders must be reported in a timely manner.

### Emergency Evacuation Drills

Emergency evacuation drills are held regularly throughout the year.

At the sound of the fire bell:

- Each class leaves the building quietly, in lines quietly and as rapidly as possible showing general courtesy and serious attitude toward the drill, with teachers from their rooms immediately through the exit designated for that particular location and proceeds to a specific location outside the building.
  1. Students should know the exit and passing routes designated for the various rooms in which students are scheduled throughout the day.
- Outside the building, students must keep away from the building and remain in line with your class and teacher for attendance purposes and await further instructions.
- When given permission, students will re-enter the building silently with their classroom teacher and begin classroom activity as directed by their teacher.
- There will be no talking during fire drills. Students who are disorderly during a fire/evacuation drill will be subject to the system of penalties for infraction of school rules.

### **Personal Property**

**(Label items with student's name)**

- Students should not bring valuables and or large amounts of money to school. The school cannot be responsible for lost items.
- Only those materials necessary for school work may be brought into the building. All other materials will be confiscated and subsequently returned to the student at the discretion of the principal or assistant principal.

### **Lost and Found**

Items that have been found should be turned in to the main office. Students who have lost items should check Lost and Found in the Main Office. Items placed in Lost and Found will be kept in the office for 30 days and then donated or discarded.

### **School Property**

School property is loaned to students by the school. Student's lockers, desks, books and other such property are owned by the Cumberland Public Schools. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property. Students losing or damaging school property, including textbooks, are required to pay for the loss. The proper amount of payment is determined by the school administrators.

### **Lockers**

Your homeroom teacher will assign you a locker and combination during your first few days of school. To open turn RIGHT two or more whole turns and stop at the first number, then turn LEFT one whole turn past the above number and stop at the second number, finally turn RIGHT and stop at the last number. Then lift the locker handle. Memorize your combination number and **do not give your combination to others**. Never allow any other student to use your locker. Lockers are provided for the storage of books and coats during the school day. You will be permitted to go to your locker in the morning before homeroom, and other designated times by your team throughout the school day.

- Lockers must be kept in neat condition at all times.
- Lockers should remain locked at all times.
- Anyone tampering with lockers will be subject to disciplinary action.
- The North Cumberland Middle School retains the property rights to the lockers and reserves the right to inspection of all lockers at any time.

### **Electronic Devices**

**Rhode Island General Law 16-21. 2-11** prohibits any student in any secondary or elementary school from carrying, possessing or using a paging device of any kind on school property (**this includes but is not limited to cell phones, portable Instant Messaging devices, pagers, etc.**), except with the written consent of the principal of the school in which the student is enrolled. The use of electronic devices such as laser pointers, radios, walk-mans, I-Pods, electronic games, etc. is not permitted during the school day. Use or possession of said devices will result in confiscation by the school administration.

### **Cell Phones**

Like any electronic device, cell phone use is restricted to before and after school OUTSIDE of the school building, once inside the school building, cell phones must be turned off and kept locked in the student's locker. **Cell phone use is not allowed in school (this includes text messaging)**. Parents needing to get a message to their child should call the main office at 333-6306. A message will be given to your child in a timely manner. Students, with a teacher's permission, may come to the office to use the office phone for urgent reasons only. Forgotten work and materials does not constitute urgency. No student will be allowed to come out of class to answer the phone.

Under state law, cell phones are strictly prohibited in schools. While we do not go looking for these devices, they should not be visible during the school day. Please be aware of our school policy that any time a student is found in possession of one of these items:

- 1<sup>st</sup> Offense – the item is confiscated and the student may come at the end of the day to pick it up
- 2<sup>nd</sup> Offense – the item is confiscated and a parent must come to school to pick it up
- 3<sup>rd</sup> Offense- the item is confiscated and kept for two weeks
- 4<sup>th</sup> Offense- the item is confiscated and kept for the remainder of the school year. Your cooperation in this matter is greatly appreciated.

### **Visitors to School**

The safety of our students is a high priority. During the school day, all outside access doors are locked. Visitors are asked to report immediately to the Main Office upon arrival to be signed in and issued a visitor's badge.

- Anyone removing a child from school during the school day must show positive picture identification and must be on a student's contact data sheet.
- Any parent wishing to change a student's school departure status (bus rider to walker etc.) must come into the office to sign the student out. This is to ensure that we have each student's safety as our primary concern.

### **School Closing/Early Dismissal**

Cumberland Public Schools utilizes an automated telephoning system, ConnectED. This phone system will also be used to notify you of an early dismissal, school cancelation, and other events. The following radio and television stations will also be used to notify parents and students of cancelations: WSNE (93.3 FM), WHJJ (920AM), WHJI (92.3FM) Channel 6 (WLNE), Channel 10 (WJAR), Channel 64 (FOX). Emergency closings after students have arrived at school will also be communicated through these stations and/or ConnectED. Parents should discuss with their child, in advance, any alternate destinations that they have arranged in the event that a parent/guardian would not be home for an early dismissal.

Please be sure to inform the main office of any contact information changes (e.g. address, telephone numbers, and email) so that your participation in notification via the ConnectED system is not disrupted.

### **Conflict Resolution Procedure**

In order to assist parents in communicating their concerns to the appropriate school officials, we have developed the following protocol. The intent of the procedure is to make the appropriate school official aware of the problem and allow for the most efficient resolution to the problem.

Initially, the parent should bring concerns to the teacher, and is encouraged to do so. If the problem cannot be resolved, the parent should then contact the child's guidance counselor. If the resolution is not reached at these two levels, the parent should then contact either the school principal or assistant principal. If you have not received satisfactory results, then the next level would be the Central Administration Office.

### **Problem Solving Protocol**

Step 1 – If an issue is with an individual teacher, that teacher should be contacted first.

Step 2 – If satisfaction was not achieved, or if an issue concerns more than 1 teacher or a team of teachers, contact your child's guidance counselor.

Step 3 – If satisfaction was not achieved in Steps 1 or 2, contact the NCMS administration. The decision of the principal is the final decision at the building level.

Step 4 – If satisfaction was not achieved in Step 3 at the building level, an appeal can be made to the Cumberland Public Schools Central Administration.

Personnel and their areas of responsibility are listed below:

Guidance Counselors:	Kelly Hennessey-Liptrot (last names ending A-K)
	Jennifer Dubois (last names ending L-Z)
Assistant Principal:	Jason Masterson
Principal:	Richard Drolet, Ed. D.
Superintendent	Donna A. Morelle, Ed. D.

## **Cumberland School Department Sexual Harassment Policy**

### **1. POLICY**

1.1 It is the policy of the Cumberland School Department to maintain an educational and working environment free of sexual harassment in any form. All employees, as

well as students or visitors, are absolutely prohibited from engaging in sexual harassment of School Department employees, students and visitors.

Because sexual harassment is unlawful and can be destructive of student and employee morale as well as the School Department's reputation, and because it can be costly to the Department in terms of lost productivity, litigation and out-of-pocket expense, no act of sexual harassment will be considered incidental to any service for which any employee has been employed. Hence, any act or pattern of sexual harassment by an employee of the Department is beyond the scope of his or her authority and will subject the employee to discipline up to and including the termination of employment.

Any act or pattern of sexual harassment by a student in the Cumberland School Department is unacceptable and may be the basis for discipline up to and including expulsion.

Recognizing both the seriousness and sensitivity of the issue, the Cumberland School Department will mount efforts, both formal and informal to heighten awareness and understanding on the part of students and employees of the issues involved in sexual harassment and the urgency with which the Cumberland School Committee views it as a potentially pernicious and debilitating force in the school system.

- 1.2 The Cumberland School Department will administer all provisions of this policy without regard to race, color, religion, sex, age, national origin or handicap.

## **2. SCOPE**

- 2.1 This policy applies throughout the School Department's operations.

## **3. RESPONSIBILITY**

- 3.1 The Superintendent, or his/her designee, has overall responsibility for the implementation of this policy.
- 3.2 The Superintendent, or his/her designee, and building principals are responsible for the implementation and daily administration of this policy.
- 3.3 The Superintendent, principals and other administrators at all levels are responsible for enforcing this policy, and for assisting in investigating and processing employee and/or student complaints with the utmost priority and consideration for the rights of all concerned.
- 3.4 Every employee is responsible for promptly reporting to his/her supervisor or the Superintendent, or his/her designee, any incident of sexual harassment that he/she is subjected to, witnesses or learns of.
- 3.5 Every student is responsible for promptly reporting to his/her teacher, principal or other adult of his or her choosing within the Department any incident of sexual harassment that he/she is subjected to, witnesses or learns of.

The Department will maintain the highest degree of confidentiality possible with respect to such reports, consistent with its obligation to investigate them thoroughly and will report its findings in a timely manner.

## **4. DEFINITION**

- 4.1 Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement; or
  2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
- 4.2 Sexual harassment may also include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented kidding or teasing, practical jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material and physical conduct which intrudes upon the privacy of another's body.

## **5. ISSUANCE AND CIRCULATION OF POLICY STATEMENT**

- 5.1 The Superintendent, or his/her designee, is responsible for publicizing this policy to all employees.
- 5.2 The building principals are responsible for publicizing this policy to all students of an appropriate age by inclusion in Student Handbooks and by insuring full discussion in the health curriculum.
- 5.3 The Superintendent, or his/her designee, is responsible for distribution of the formal Sexual Harassment Policy and Procedures to holders of policy manuals.
- 5.4 The Superintendent, or his, her designee, is responsible for developing a bulletin board notice to all employees for posting at the time that this policy is adopted by the Cumberland School Department. The notice will emphasize the importance of the policy to the Department, the obligation of every student and employee to report any incident of sexual harassment, the availability of administrators and other staff to receive such reports and the confidentiality with which these reports will be treated.

## **6. EMPLOYEE REPORT AND INVESTIGATION PROCEDURES**

- 6.1 Employees are expected to report sexual harassment to an administrator or another person of his/her choosing.
- 6.2 Any person receiving such report of sexual harassment will promptly inform the Superintendent, or his/her designee of any such report.
- 6.3 The Superintendent or his/her designee, will thoroughly investigate the report of sexual harassment as promptly as possible, keeping the matter as confidential as practicable. After investigation, he/she will take what ever action is necessary to remedy any harm done by a proven instance of sexual harassment and the complaining employee will be notified of the action taken. If, after investigation, the Superintendent, or his/her designee, is unable to establish that any act of sexual harassment has occurred, he/she will meet with the complaining employee(s) individually to explain both the results of the investigation and the School Department's policy on sexual harassment.

## **7. STUDENT REPORT AND INVESTIGATION PROCEDURES**

- 7.1 Students are expected to report sexual harassment to their teacher, building principal or other adult of their choosing within the Department.
- 7.2 The teacher, principal or other adult must promptly inform the building principal and Superintendent, or his/her or their designee, of any report of sexual harassment.
- 7.3 The building principal and Superintendent, or his/her or their designee, will thoroughly investigate the report of sexual harassment as promptly as possible, keeping the matter as confidential as practicable. After investigation they will take whatever action is necessary to remedy any harm done by a proven incident of sexual harassment and the complaining student shall be notified of the action taken. All investigations of sexual harassment involving students and all actions taken incidental thereto shall take into consideration the age of the students involved. If, after investigation, the building principal and Superintendent, or his/her or their designee, are unable to establish that any act of sexual harassment has occurred, they will meet with the complaining student(s) and with the complained against student(s) or employee(s) individually to explain both the results of the investigation and the School Department's policy on sexual harassment.
- 7.4 It is the responsibility of every student to cooperate fully with any investigation under this policy.
- 7.5 Parents of students involved in incidents of sexual harassment shall be advised of any investigation by the Superintendent or his/her designee.

## Section B-Attendance

Cumberland School Department Message:

The major purpose of the Cumberland Public Schools is to bring students and teachers together so that a learning process can take place. When this occurs, meaningful education can be achieved. However, in those instances where students are not present for instruction, something is lost which cannot be regained. Time lost from class is irretrievable, particularly in terms of opportunities for interaction and exchange of ideas between teachers and students and among students. Teachers attempt to provide opportunities for make-up work for classes missed, but, in fact, there is no way to reproduce or recapture classroom activity. Regular attendance is essential to the education process.

### ATTENDANCE POLICY

**Parents/Guardians of students are asked to call in their child's absence or tardiness prior to the beginning of the school day to the Absentee Line at 333-1262. This is to assure school administration that the child is accounted for and safe. If verification of a child's absence is not received, the administrator or his/her designee will call to verify parental knowledge of the absence.**

When a student is absent, a written excuse from the parent/guardian is required upon the student's return to school. This excuse must include the date(s) of the absence(s) and the reason. It must be noted that parental permission in and of itself is not necessarily recognized as a legitimate reason for absence.

This written excuse will be presented to the student's homeroom teacher. Failure to do so within one day after the student returns may result in office detention. Students who are absent from school may not participate in any school activity during the afternoon or evening of the day(s) of their absence. Students who are not present for at least half of the school day may not participate in extra-curricular activities.

Truancy as defined in this policy is absence from school without an excuse acceptable to the administration. No make-up work will be given for truancy. Students cutting classes and/or leaving school grounds without authorization are considered truant. Truancy will result in detention or suspension.

In order for excused absences from school to be approved, parents/guardians (or the student if he/she is at least 18 years old) are required to put the request in writing, one week in advance, stating the reason for the excused absence, whenever possible.

**In order for a student absence/late arrival/early dismissal to be excused, students need to turn in a note from a doctor/dentist/orthodontist upon the student's return to school.** Excused absences may also be granted by the school administration for any of the following reasons:

- Illness
- Death in the family
- Medical appointments, when scheduling before or after school is not possible
- School related function/activity
- Parental request in writing for purpose which, in the judgment of the school administration, warrants authorized absence

In order for a request for excused absences from class to be approved, counselors and special service personnel are asked to make every effort to work with students during their academic enrichment periods. If it is necessary to remove a student from class, the classroom teacher must be notified prior to the beginning of the class. Staff members will make every effort to reschedule the student's appointment if the student's absence from a particular class will have an adverse effect on the student's grade or understanding of the subject matter.

Any early dismissal from school is an interruption in the student's school day and should be requested only when absolutely necessary. Students who need to be dismissed early must bring in a written note from a parent/guardian giving the reason for the early dismissal and the time the student will be picked up. In grades K-8, students will be released only to their parents or to designated persons who are identified on the student contact data form. A parent or designated person must come into the building to sign out a student and must present proper identification. Parents who wish to change their child's status from bus rider to walker/rider must follow the same process as above.

No homework packets will be given ahead of time, nor are teachers obligated to spend after-school time assisting students who are behind because of unexcused absences. **Work missed from being absent can only be requested once the student has been absent 3 or more consecutive days and if the absences are excused for a legitimate reason such as a serious illness.**

Upon returning to school, students should go to each subject teacher to ask about making up work. It is the student's responsibility to go to each teacher for their make-up work. All work, including homework, class work, tests, and quizzes, must be made up within the number of school days that the student was absent. For example, if a student was absent for one day, they will have to make up the work one day after they return to school.

## **IMPLEMENTATION OF ATTENDANCE POLICY**

The following procedures and practices are to be utilized in implementing the Attendance Policy adopted by the Cumberland School Committee.

In the event that extenuating circumstances exist causing a student to be absent (or tardy), the parent should notify the principal, assistant principal, or their designated representatives as soon as possible. After careful consideration of said circumstances, a decision will be rendered by the administrator.

At the middle level, in the event that a student knows he/she will be excused from class, that student will be responsible for contacting the teacher(s) of the class(es) missed prior to leaving school to hand in the day's assignments or to complete any class work missed. Failure to do so will result in a grade of zero for the work missed. Extenuating circumstances will be taken into consideration. Students who are absent from school have the same number of days absent to make up missed class work.

Any student entering homeroom beyond 7:55 a.m. is considered tardy. The parents must provide a note giving the reason for the tardiness. An excused tardiness is defined

as a student being late for a reason deemed acceptable to the principal or his/her designee. **Unexcused tardiness for students in grades 6-8 at North Cumberland Middle School will be dealt with as follows:**

- **3rd tardiness** receives verbal/written warning and sign-and-return notification to parent.
- **4th tardiness** receives ½ hour of detention and written sign-and-return notification to parent.
- **5th tardiness** receives 1 hour of detention and written sign-and-return notification to parent.
- **6th tardiness** receives 1-2 hours of detention and written sign-and-return notification to parent with a copy of the notice given to the guidance counselor and possibly the truant officer.
- **7th or more tardiness** warrants truant officer intervention.

### **VACATIONS**

As stated in the attendance policy, time lost from class is irretrievable. Therefore, any vacations that would require students to be absent from school are strongly discouraged.

- Vacations, other than regularly scheduled school vacations, will be considered unexcused absences from school.
- The school must be notified in writing prior to the vacation. Without such notification, no student will be given credit for make-up work.
- Student work will not be provided in advance of a scheduled vacation.
- All work, including homework, class work, tests, and quizzes, must be made up for credit within 5 days after the student's return.

### **ABSENCE/TRUANCY K-12**

At his/her discretion, the principal/assistant principal may make a referral to Family Court/Domestic Court, at any time when a student has a history of truancy and high absenteeism in previous years. If a student is absent for 10 or more days, the school nurse/teacher, administrator, and guidance counselor will collectively review the individual's status and make a determination what course of action to follow.

#### **After 15 Day Absence:**

A Registered letter, with a return receipt requested is sent; a conference with the guidance counselor, the administrator, and the teacher, when applicable, must be arranged within 5 school days, at which time the parent will be given another copy of the attendance policy.

#### **After 20 days:**

A referral is made to Family Court/Domestic Court in accordance with State Law.

#### **After 30 Days:**

The student may be required to repeat the grade/course.

## **SECTION C – BEHAVIOR EXPECTATION**

### **Student Expectations**

Community expectation of the middle school includes the expectation that students will practice good manners and conduct while in school and while in attendance at such school sponsored activities such as athletic contests, assemblies, concerts, field trips, formal and informal dances, etc. It is therefore important that school rules include regulations that delineate standards for acceptable student conduct necessary to preserve educational decorum. It is therefore expected that:

1. Students will refrain from placing their hands on other students or displaying overt affection, i.e., kissing, hugging, etc.;
2. No sitting on the floors of corridors or classrooms as well as upon tables and desks;
3. No shouting; no use of profanity or offensive language; no rough play or fighting; no destructive behaviors toward school properties or individual properties; and, of course, adherence to all school rules.
4. Respectful attitude and conversation toward all members of the school community-faculty, staff, students and administration is expected from all within the school.

The same expectations that exist for school behavior also exist for classroom behavior. Additionally, the teams and classroom teacher will establish additional polices and procedures that are felt to be appropriate to their particular setting and subject in compliance with general rules of the school. Failure to comply with the above will result in disciplinary action.

### **Student Dress**

In keeping with the Cumberland School Department Strategic Plan that school is a preparation for life goals which include decisions involving appropriate personal appearance and behavior situations, students' choice of dress and appearance while attending school should be influenced by the fact that school is a formal experience.

The primary responsibility for appropriate dress lies with the student and the parent. However, in the interest of maintaining the required school climate essential to meaningful teaching and learning, the Principal or Assistant Principal may ban dress that is inappropriate due to health, safety, and/or disruptions to the educational process.

1. Bermuda shorts will be acceptable attire BUT running shorts, cut-offs, silk shorts, spandex or short shorts (shorts not reaching the fingertip length) will not be permitted;
2. All shirts and blouses must fully cover the shoulders and waist and undergarments and mid-area is to be covered at all times;
3. No hats or outdoor jackets or coats are to be worn in the building except with the permission of the school administration where special medical circumstances exist;
4. No clothing with messages that mention alcohol, drugs, violence, sex, profanity, scatology or hate derogatory may be worn;
5. Sunglasses may not be worn in school unless medical reasons exist;

6. Muscles shirts, tank top shirts, T-strap shirts and mesh shirts, if worn must be accompanied by another shirt or blouse worn at the same time;
7. Some jewelry (rubber elastics as bracelets, sharp rings) may also be deemed not acceptable;
8. Flip-flops are discouraged due to safety concerns;
9. No garment or accessories shall be worn which can contribute to unsafe classroom conditions, or which are designed as potential weapons; and
10. Interpretation of these rules shall be in the sole discretion of the school administration.

### **Classroom Conduct**

North Cumberland Middle School students are expected to:

- Arrive to class on time and be ready to learn
- Have all necessary materials, including student agendas
- Respect classroom rights of others
- Wait until the teacher dismisses the class
- Proceed through the halls in an orderly fashion
- Leave all backpacks, hats, and electronic devices in lockers during the day
- Be honest: Cheating, plagiarism, and forgery will not be tolerated. Disciplinary action will be at the discretion of the classroom teacher.
- Gum, hard/soft candy is prohibited at NCMS.
- Students are expected to be polite, helpful and considerate to a substitute teacher as they would their everyday teacher.

Each team/teacher establishes additional rules of conduct and discipline for his/her class, which conform to the overall policy of the school. It is the student's responsibility to become aware of the particular requirements of each teacher.

### **Discipline**

The Cumberland School Committee recognizes the right of a student to receive an education. Our school exists for this purpose. In recognition of this basic right of student, it becomes the responsibility of the school authorities to provide and maintain a suitable environment for learning. The school committee expects that the school's administration will do everything in its power to maintain and facilitate the educational program so that the individual needs of each student are met to the greatest possible degree. It becomes the responsibility of each student to conduct him/herself in such a way to promote a positive and safe learning environment for him/her and others. Standards of good citizenship are expected of all students. Individual conduct shall reflect consideration for the rights of others; respect for persons and property; and conform to school rules and regulations so to maintain a proper school environment.

Because every act of misbehavior cannot be anticipated through school rules, teachers and administrators may be required to make judgments in handling certain acts of misconduct that are not covered in this handbook.

### **Teacher Detention (Minor)**

Teachers may assign detention to students who fail to observe the rules and regulations stipulated for individual classrooms and/or the school. Detention takes precedence over other school activities and appointments. Teacher detention begins immediately after dismissal. Some examples of unexpected behavior are but are not limited to:

- Inappropriate Language
- Physical Contact
- Defiance/Non-Compliance
- Minor Disruption
- Dress Code
- Technology Violation
- Property Misuse
- Tardy
- Not having expected materials for class

### **Office Detention (Major)**

1. Office detention begins at dismissal. Students may be assigned office detention until 3 p.m. at the discretion of the principal or assistant principal.
2. Assignments to detention take precedence over other school activities and appointments.
3. Office detention will be assigned for the following infractions but not limited to:
  - Inappropriate Display of Affection
  - Abusive/Inappropriate Language
  - Fighting/Physical Aggression
  - Disrespect/Insubordination
  - Harassment/Bullying
  - Major Disruption
  - Technology Violation, use of cell phone in school
  - Tardy
  - Skip Class/Truancy
  - Forgery/Theft
  - Dress Code Violation
  - Lying/Cheating
  - Alcohol/Drugs, smoking
  - Property Damage
  - Bomb Threat
  - Weapons

**Students will receive a detention notice 24 hours in advance unless previous arrangements have been made with a parent. It is the responsibility of the students to arrange transportation when assigned office detention. Lack of transportation does not excuse the student from detention.**

### **Suspensions**

The administrator may recommend suspension if the student while on school grounds or during a school activity off school grounds:

- a) Intentionally causes or attempts to cause substantial damage to school property or steals or attempts to steal school property; or
- b) Intentionally causes or attempts to cause damage to private property or steals private property; or
- c) Intentionally causes or attempts to cause physical injury to another person except in self-defense; or
- d) Knowingly possesses or transmits any firearm, knife, explosive, or other dangerous objects or substances; or
- e) Knowingly possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; or
- f) Repeatedly and intentionally defies the valid authority of supervisors, teachers or administrators.

**Note:** Due to the fact that every infraction of school rules cannot be listed, the statement above serves as a guideline and administrators may recommend suspension for actions not specifically identified but which causes disruption to education.

### **TEMPORARY REMOVAL**

A student may be temporarily removed by the building administrator only if the administrator has reasonable cause to believe that:

- a) The physical safety of the student or of others is substantially endangered and will continue to be endangered; or
- b) The student is causing and will continue to cause substantial interference with classroom instruction.

### **DUE PROCESS RIGHTS POLICY**

The Cumberland School Department recognizes that due process procedures are an integral part of student discipline and student rights. Due process is a flexible concept. It must be applied on a case-by-case basis. The following procedural guidelines are established to provide students with due process:

#### **A. General Procedural Guidelines:**

1. The student will be informed of the specific charges against him or her which if proven would justify disciplinary action under the rules and/or regulations of the School Department.

2. The student should be given an explanation of the nature of the evidence against him or her.
3. The student shall be given an opportunity to present a defense or response to the charges or infractions.
4. If a student is under the age of majority, an immediate attempt shall be made to contact the parent(s) or legal guardian(s) who shall be entitled to receive notice of the charges and an explanation of the rights set forth herein. The parent(s) or legal guardian(s) shall be notified in writing as soon as practicable.
5. These general guidelines shall be followed in all matters involving discipline of students, provided, however, that in cases where, in the opinion of the school department, there is a substantial likelihood of injury to students, including the student who is charged with an offense, staff or property, or a disruption of school operations is occurring or threatened, the student will be removed from school immediately, and shall remain out of school for as long as said substantial likelihood of injury to students, staff or property, or disruption of school operations continues. The student will be afforded a hearing as soon thereafter as practicable.
6. In cases involving special needs students, the procedures shall be in accordance with the guidelines of the Board of Regents dated February 15, 1990, as amended from time to time, and in accordance with the procedures established by law.

**B. Additional Procedural Guidelines for Offenses Resulting In Suspensions of More Than Ten (10) Days or Expulsion:**

1. In cases involving decisions to suspend a student from school for more than ten (10) days, the following procedural guidelines are to be provided, in addition to those set forth above:
  - a. The right to be represented by an attorney, if requested.
  - b. Cross-examine witnesses and to present witnesses in his or her behalf.
  - c. There shall be a complete and accurate record of the hearing (stenographic or electronic at the School Department's election), which shall include all exhibits. The record shall be preserved for transmission to the Commissioner of Education if there is a timely appeal, pursuant to Chapter 16-39 of the General Laws of Rhode Island, as amended.
  - d. Upon request, the student shall be furnished a copy of the record without cost.
  - e. A written notice of the procedural guidelines shall be provided to the student or parent prior to the hearing.

**C. Hearing Process**

### **1. Informal Administrative Hearing**

- a. Before imposing discipline that results in a student being removed from school, an informal administrative hearing shall be conducted by a building principal or his or her designee.
- b. The school official shall provide the student, or, where appropriate, his or her parent(s) or guardian(s), with notice and an opportunity to be heard and shall conduct the hearing according to the procedures set forth in Sections A above.
- c. In the event that the school official, after the informal hearing, determines that it is appropriate to impose discipline which results in a student being removed from school, the principal/assistant principal shall notify the student, or if a student is under the age of majority, the parent(s) or legal guardian(s), in writing of the following:
  1. That the student has been found to be in violation of the disciplinary code and the reasons for the suspension;
  2. That the student will be suspended from school for a set number of days (not to exceed ten days) and that said discipline shall begin on the first day of school following the notice of suspension; or, if the school official recommends a suspension for more than ten (10) days, the matter will be referred to the School Committee in accordance with Section C3b
  3. That the student, or if a student is under the age of majority, the parent(s) or legal guardian(s), have the right to request a review of the decision by the Superintendent or his or her designee;
  4. That while serving the suspension, the student will be prohibited from participating in any extracurricular activities. The student will however, be allowed to make up any school work missed immediately following said days. (e.g.- Student suspended for three days shall have three school days to make up work immediately after return to school).
  5. That if a request, in writing, for review is received, a review hearing will be scheduled on a date certain and that the student may be represented by counsel at such hearing and may at the Superintendent's level in accordance with paragraph C2 (that follows) present witnesses on his or her behalf. The student shall be given a prompt notice setting the time and place of the hearing. The hearing shall be scheduled to allow the student sufficient time to prepare a defense.

### **2. Superintendent Review Hearing**

- a. In cases where a student is suspended from school and a request for review is received:
  1. The Superintendent or his designee shall schedule a conference to review the decision of the administrator. The Superintendent shall make every effort to

schedule the conference at the convenience of the parties. If the student wishes to present additional evidence, and the Superintendent believes said evidence is probative, then the Superintendent shall remand the case to the administrator for further proceedings. If no additional evidence is presented, the Superintendent shall make a decision, in writing, within ten (10) days, affirming or reversing the decision. The decision of the administrator shall not be reversed or modified unless the Superintendent or his/her designee concludes that the decision, based upon the totality of circumstances of which he/she is made aware, was arbitrary, capricious or otherwise an abuse of discretion.

2. If the Superintendent or his/her designee remands the matter to the Principal/Assistant Principal, for further proceedings, the Superintendent may, in his or her sole discretion, grant a stay of the suspension until the Superintendent's or his/her designee's review is completed and the ten (10) day period allowed him/her for final decision shall be extended for an additional ten (10) school days.
3. The final decision of the Superintendent or his/her designee, shall be mailed to the student, or if he/she is under the age of 18, to his/her parent(s) or guardian(s), by certified mail, return receipt requested, at his/her address of record on file with the Superintendent's office

### **3. School Committee Review**

- a. **Suspensions of Ten (10) Days or Less:** In cases where the decision to suspend is for a period of not more than ten (10) days, and a request for review of the decision of the Superintendent or his/her designee is received, the appeal shall be to the School Committee. The School Committee will have fifteen (15) school days following receipt of such a request in which to afford the person(s) requesting review an opportunity to be heard and to render a decision affirming, reversing or modifying the decision to suspend.
- b. **Suspensions of More Than Ten (10) Days:** In cases where there is a recommendation to suspend or more than ten (10) days, there shall be an automatic right to a review by the School Committee which shall be scheduled within the original ten (10) day suspension period. If said hearing cannot be scheduled within the original ten (10) day suspension period then arrangements shall be made to provide the student with a free and appropriate education pending a resolution of the matter.

The School Committee shall follow the guidelines set forth in Sections A and/or B, above. The student shall be given a prompt notice setting the time and place of such hearing. Reasonable requests for a continuance, to allow sufficient time for preparation and/or engagement of counsel, should be liberally granted, depending on the circumstances of the case.

The School Committee may affirm the decision or remand the matter for further proceedings or may reverse or modify the decision if the findings, inferences, conclusions or decision are arbitrary or capricious or characterized by abuse of discretion.

The decision of the School Committee shall be final. The decision will be mailed to the student, or if he/she is under the age of 18, to his/her parent(s) or guardian(s) by regular mail. Further appeal, if taken, must be to the Commissioner of Education pursuant to the General Laws of Rhode Island. In cases where a student is suspended for more than ten (10) days, a copy of the decision, together with the record shall be promptly forwarded to the Commissioner of Education if there is an appeal pursuant to Chapter 16-39 of the General Laws of Rhode Island, as amended.

Adopted: May 24, 2001

## **Cumberland School Department Policy on Weapons and Violence**

### **Policy Statement**

The purpose of this policy is to provide a school environment that is conducive to learning the underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Parental support in insuring that their children do not bring weapons to school is both needed and expected. Therefore violations of these rights and violations of the atmosphere which supports sound education will not be tolerated.

### **Section A**

In concert with the Rhode Island General Law 16-21-18 "Gun Free School Act", The Cumberland School Department will suspend for one year any student who brings a firearm/gun to school, on school grounds, on school buses or at school sponsored activities. The term firearm/gun as used herein is defined in the U.S. Code 18, section 921 that reads as follows:

1. The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon, (C) any firearm -muffler or firearm silencer, or(D) any destructive device.
2. The term "destructive device" means:
  - A. any explosive, incendiary, or poison gas
    - (i) bomb
    - (ii) grenade
    - (iii) rocket having a propellant charge of more than four ounce
    - (iv) missile having an explosive or incendiary charge of more than one quarter ounce
    - (v) mine, or
    - (vi) device similar to any of the devices described in the preceding clauses
  - B. any type of weapon including a shotgun by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
  - C. any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

**Suspension**

Suspension is defined as that act by a school administrator or by a school committee that removes a student from school for a specific period of time, less than one-hundred-eighty-three (183) days.

**Police Involvement**

In all cases involving a firearm/gun in schools, on school grounds, on school buses, or at school sponsored activities, local police must be called and confiscated firearms are to be turned over to the police.

**Statement on Enforcement**

This policy will be implemented according to the due process provisions applicable to regular and special education students. Any student who brings a firearm/gun to school, on school grounds, on school buses or at school sponsored activities will be suspended for one calendar year. Only the superintendent can modify this suspension on a case-by-case basis.

**Section B**

Additionally, the Cumberland School Department also promulgates the policy of zero tolerance of other weapons and for violence in the schools. In addition to the definition given above, the department defines weapon as: Any knife (e.g. Bowie, Dirck, lock-blade, bunting, pen, picket, switchblade, utility, etc.); any defensive weapon (e.g., gas repellent, mace, stun gun, etc.); any martial arts device (e.g., Chinese star, nunchaku, etc.) or any tool or instrument which school administrative staff could reasonably conclude is capable of inflicting bodily harm (e.g. black-jack, chain, club knuckles, night stick, pipe, studded bracelet, etc.); or which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., air pistol, air rifle, BB gun, etc.).

**Assault**

Assault is defined as an act of physical violence or an aggravated threat of physical violence by a student on another student or staff member. When considering what constitutes aggravated assault, the factors to be weighed include: age of student(s) involved, seriousness of bodily injury, the state of mind of the individual(s) involved, any other factors deemed relevant to the principals or their designee.

**Suspension**

Suspension is defined as that act by a school administrator or by a school committee that removes a student from school for a specific period of time, less than one-hundred-eighty-three (183) days.

1. A short term suspension is removal from a school for ten (10) days or less and may be imposed by a designated school official.
2. A long term suspension is removal from a school for more than ten (10) days and must be approved by the school committee.

**Police Involvement**

In all cases involving weapons or aggravated assault in schools or on school grounds, local police must be called, and all confiscated weapons are turned over to the police department.

A log of all confiscated weapons will be kept by school administrators and will be available to be reviewed by the local police department on a monthly basis.

### **Statement on Enforcement**

This policy will be implemented according to due process provisions applicable to regular and special education students.

1. Any student found to be in possession of a weapon, or involved in an aggravated assault, as defined herein, will immediately be suspended in accordance with applicable due process provisions. During this suspension, the school administrator will take the necessary steps in determining any additional action, which may include long term suspension. Any student who gives a weapon to another student will also be subject to similar disciplinary action.
  
2. Decisions regarding the specific length of a student's suspension will be made by the appropriate authority. Any student suspended from school may not participate in school functions or be on school premises.

### **Cumberland Public Schools Tobacco Free Policy**

Smoking is strictly prohibited within the school building and on school grounds at all times. In compliance with R.I. Public Laws, Chapter 92-230, the Cumberland School Department is committed to protecting the health and welfare of both employees and students from the known hazards of tobacco smoke. It is the intent of this policy to create a tobacco-free school environment in Cumberland. Anyone violating this rule will be disciplined by the assistant principal or principal.

Students in possession of cigarettes or tobacco products are also subject to the smoking rule penalties.

First violation:	Six hours of detention and parental notification
Second violation:	Two days suspension and parental notification
Third violation:	Five days suspension and parental notification
Fourth violation:	Referral to the School Committee

### **ALCOHOL AND DRUGS**

#### **Possession/Being under the Influence/Consumption**

Possession, being under the influence, or consumption of illicit substances in schools, on school grounds, or at school-sponsored events is strictly prohibited. This includes having consumed/used alcohol/drugs prior to reporting to school or school-sponsored events.

#### **Procedures:**

1. First Offense:
  - Counsel by administration
  - Custody of the evidence
  - Parent and police notified
  - Suspension for ten (10) days
  - Parent conference
  - Referral to social services recommended to parent
  
2. Second Offense:

- Above procedure repeated
- Suspension for ten (10) days
- Referral to social service mandatory (if not accepted previously)
- Students shall be referred to the School Committee for a long-term suspension hearing

### **Distributing/Selling/Solicitation**

Distributing or selling in schools, on school grounds, or at school sponsored events is strictly prohibited.

Procedures:

- Counsel by administration
- Custody of the evidence
- Parent and police notified
- Suspension for ten (10) days
- Parent conference
- Referral to social services recommended to parent
- Recommend prosecution to the full extent of the law
- Students shall be referred to the School Committee for a long-term suspension hearing

## **Anti-Bullying / Teasing / Harassment Policy** Rev. 3/15/05 2<sup>nd</sup> Reading of the School Committee

<b>Policy</b>	The Cumberland School Department is committed to ensuring that each student enrolled in its school system be free from bullying, teasing, and harassment.
<b>Definition of Bullying:</b>	Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student. In most circumstances, bullying shows evidence of a pattern of abuse over time in either singular or multiple incidences. Bullying usually does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.
<b>At School:</b>	In the context of these regulations, the phrase <i>at school</i> includes the following places and situations: <ul style="list-style-type: none"> <li>· In a classroom</li> <li>· Elsewhere in the school</li> <li>· On school property</li> <li>· Immediately adjacent to school property</li> <li>· On a school bus or other school vehicle</li> <li>· At school bus stops</li> </ul>

- While students are walking to or from school
- At any school-sponsored activity or event, whether or not held on school premises.

**Electronic Media:**

Anyone who uses the electronic media (cell phones, Internet, etc.) in the school setting to bully, tease, or harass will be subject to the sanctions outlined in this policy.

**Disciplinary Sanctions:**

Disciplinary sanctions for bullying may include:

- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- Assignment of community service
- Short term school suspension (10 or fewer days of suspension) or long term school suspension (suspension for more than 10 days)
- Admonitions, warnings, and counseling.

**Responsibility Of Staff:**

School staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. Failure to do so may result in disciplinary action. In this context, the staff includes volunteers working in the school.

**Instruction in the Prevention of Bullying:**

Students and staff shall be given instruction in the Cumberland School Department's Policy and Regulations against bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction on how to file a complaint against bullying, and the disciplinary action that may be taken against those who commit acts of bullying.

**Responsibility of Students:**

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

<b>Investigation of Bullying:</b>	The Principal, or his or her designee, shall investigate all allegations of bullying within a reasonable time. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to any appropriate due process procedures, will be imposed. (The investigation will include an assessment of what effect the bullying has had on the victim completed by the appropriate school personnel, i.e., school psychologist, social worker, etc.)
<b>Help for the Victim of Bullying:</b>	If the victim's mental health has been placed at risk, appropriate referrals will be made.
<b>Prohibition Against Retaliation:</b>	Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. In most cases, retaliation or a threat of retaliation will result in the imposition of a short or long term sanction and, in appropriate cases, referral to the police. (R.I.G.L. 11-42-2. Extortion and blackmail) R.I.G.L. - 59-2. Stalking prohibited.)
<b>Prohibition Against False Reports of Bullying:</b>	False reports concerning bullying will be subject to appropriate school discipline, including short or long term sanction.
<b>Individualized School Safety Plan:</b>	If a student is the victim of serious or persistent bullying and upon completion of the assessment conducted by the appropriate personnel, the Principal of the school site will prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to assist in the implementation of the plan will help formulate such.
<b>Police Notification:</b>	When the bullying involves conduct that violates the criminal law, the police shall be notified immediately.
<b>Mediation Board:</b>	The Principal of any school site in the Cumberland School Department may establish a Mediation Board to resolve complaints of bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board could include administrators, teachers, school social workers, and when appropriate, students.

**Voluntary Participation in Mediation:**

No student who is the victim of bullying shall be required to participate in mediation or to accept any apology tendered by the bullying student. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the student who has committed an act of bullying.

**Bullying Prevention Task Force:**

The Principal of each school site in the Cumberland School Department will establish a Bullying Prevention Task Force. This Task Force may include at a minimum parents, school staff, and law enforcement officers, as well as community members and, if age allows, students. Meetings will be held at principal's discretion. The purpose of this Task Force will be to develop policies and programs to educate students and staff about the harm caused by bullying. The Task Force will also create and present to students programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the Superintendent before the programs are implemented.

**School Atmosphere:**

School staff at all times will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to at school if a bullying situation develops. To the extent possible, the influence of cliques and other exclusive student groupings will be diminished. (R.I.G.L. 16-38-4. Exclusive clubs.)

**Social Skills Training:**

The school programs and school services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.

**Reports to Administration:**

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

*Adopted & Approved by Cumberland School Committee April 14, 2005*

## **SECTION D – TRANSPORTATION**

### **CUMBERLAND SCHOOL COMMITTEE POLICY REGARDING BUS CONDUCT**

1. The driver is in full charge of the bus and students. They must obey the driver promptly and willingly.
2. Students shall ride their regularly assigned bus at all times unless permission has been granted through the Request to Change Bus Transportation Form located in the main office. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Students who have to walk some distance along the highway to the bus-loading zone must walk where practicable on the left-hand side facing the on-coming traffic. This will also apply to students leaving the bus-loading zone in the afternoon.
4. Self-discipline should be exercised by students at the bus loading and exiting area. Students should refrain from pushing and shoving other students.
5. Each student may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver.
6. Outside of ordinary conversation, classroom conduct must be observed.
7. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must refrain from throwing refuse out of the window. To help keep the bus clean, eating is not allowed.
8. No student shall smoke or light matches on school bus.
9. No student shall at any time extend his/her head, hands or arms out of the windows, whether school bus is in motion or standing still.
10. No student shall open a window on the school bus without first getting permission from the school bus driver
11. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, and any type of firearms, straps or pins extending from their clothing. Also, no animal is permitted on the bus, except for muzzled "seeing eye" dogs.
12. Books and personal belongings shall be kept out of the aisles. Special permission must be granted by school authorities to transport any large items. Items such as skateboards and large musical instruments (e.g. tuba, saxophone, French horn) are not allowed on the bus.
13. No student will be allowed to talk to the driver more than is necessary.
14. No student shall sit in the driver's seat, nor shall any student be located to the immediate left or right of the driver.

15. Students are to remain seated while the bus is in motion. They are not to get on or off the bus until it has come to a full stop.
16. Unless by written permission of a parent, no student shall be permitted to leave the bus except at his or her regular stop.
17. Students must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus students should be in view of the driver at all times.
18. Students must cross the highway at least ten (10) feet in front of the school bus and never behind it.
19. No elementary school student (K-5) shall be required to cross a main thoroughfare: i.e. Mendon Road, Diamond, Hill Road, High Street, Broad Street, Dexter Street, Pine Swamp Road, Angell Road, and Nate Whipple Highway.
20. In the event of an emergency, emergency exit procedures as established by the emergency exit drills, shall be followed.
21. Students misconduct on a bus shall be sufficient reason to discontinue providing bus transportation to those students involved. Examples of misconduct are: fighting, smoking, vandalism and disregard of bus rules and regulations.
22. Parents of students damaging school buses shall be responsible for proper reimbursement to the school district and/or bus provider. Failure to pay for damage within ten (10) school days results in loss of bus privileges.
23. A student who is endangering other students may be removed from the bus. He/she shall then be referred to the school principal who shall follow due process procedures. Any student whose misconduct is disruptive, but not dangerous to other students shall be given a hearing by the principal prior to suspension of bus privileges. Due process procedures shall follow.

### **Late Buses**

Late busses depart from NCMS at approximately 3:15 on Mondays and Wednesdays. Late busses provide transportation for pupils who seek additional help from teachers, who participate in after-school activities, and/or for disciplinary reasons. Students must have a late bus pass signed by their teacher or advisor.

### **Private Transportation**

To ensure the safety and security of all students, the following rules apply to students who are driven to school in private vehicles. We appreciate your cooperation in improving the efficiency of this process:

- The driveway in front of the school will be closed to all traffic between 7:30-8:00 a.m. and 1:55-2:15 p.m.
- No vehicles are allowed in front of the school during arrival and dismissal time. The front of the school is reserved for bus loading/unloading only.

- Parent drop-off and pick-up occurs at the curb on your right immediately upon entering the NCMS driveway. When loading/unloading has been completed, drivers will take a left turn and exit without passing the island. Students who are walking or being picked up will not be allowed to leave the building until the buses have departed.
- Parents are encouraged to utilize Staples Road for pick-up/drop-off.
- Parents needing to enter the school at that time should bear left at the island and proceed to the visitor spaces at the back of the parking lot.
- Bicycles/Skateboards
  - Bicycles must be parked in the bike racks and locked during the school day. Helmets are expected to be worn (Rhode Island General Law 31-19-2.1).
  - Skateboarding is not allowed on school property. If you do bring a skateboard to school it must be put in your locker or left in the main office with approval of the school administration.

## **Section E: Academics**

### **Homework Guidelines**

Middle school students should have 60-90 minutes of homework per night. This means that every academic subject teacher should assign approximately 20 minutes of homework per evening. If absent, we recommend that students call classmates to find out any work that was missed.

Teachers and parents have an important role in student performance and achievement. Students learn best when they, their parents, and their teachers work together. Homework is a cooperative effort to improve student learning and to help them achieve their educational potential.

Each student is expected to spend time, in addition to scheduled class instruction, studying and completing written assignments. Students are issued an agenda/assignment book by the school and it should be carried with them to all classes. All nightly homework and long-term assignments must be written down in the agenda/assignment book.

#### **Students can make study time highly productive by:**

1. Paying careful attention to assignments.
2. Asking questions and finding the main idea while learning.
3. Concentrating on and reviewing new material.
4. Quizzing themselves to find out what they know or do not know.
5. Returning to class the next time with questions pertaining to assignments.

Parents/guardians are valuable assets for their child's academic success. Homework is one way parents can make a meaningful contribution to help their children achieve. As students learn to take charge of their own learning, parents can help their child to do their best on homework assignments.

#### **Parents can help by:**

1. Stressing the importance of homework. Help your child find a time and place for homework. This will help them learn to manage their time. By reviewing their agenda/assignment book with them on a regular basis, this will help students plan ahead to complete projects, review for tests, etc.
2. Spending time with your child going over what was done in school. Sometimes it is easier to review the main points of a study assignment by reviewing with someone. Let your child know that you are available to listen.
3. Reinforcing the importance of study. When your child has completed a study session, supports the idea that the study session will help them do better in school.

#### **Homework Hints:**

1. Students are issued agendas/assignment books by the school and they should be carried with them to all classes. All nightly homework and long-term assignments must be written down.
2. Students should bring necessary materials to class, listen well, be active participants in class discussion, ask questions if they don't understand, plan study time at home, and strive to do their best.

- When taking tests, students should learn to relax, read the directions carefully, think before answering, answer questions fully, and proofread papers for spelling and grammar before turning them in.

### **Extra Help**

Teachers at North Cumberland Middle School make themselves available for extra help after school. Students need to make prior arrangements with teachers to schedule extra help.

## **Grading System**

### **Report Cards**

Report cards are issued at the end of each quarter. All core subjects will receive numerical grades. Exploratory subjects will use a letter grade consistent with the grading code listed on the report card.

### **Incompletes**

Any student who receives an "I" (Incomplete) on his/her report card must make up all work within two weeks from the end of the quarter or the grade on the report card will be what the student has earned up to that point.

### **Deficiency Notices**

Parents of students whose work is unsatisfactory will be notified by the teacher. Parents who receive such notices are asked to sign these notices and return them to the school within one school day.

### **Progress Reports**

Students will receive progress reports which indicate current grades or the closest estimate based on work submitted/outstanding and comments from teachers halfway through each quarter.

### **Promotion/Retention Policy**

Core Subjects include: English, Social Studies, Mathematics and Science

- Any student who fails three core subjects will repeat the grade.
- Any student who fails any two core subjects shall not be promoted unless both subjects are passed in summer school.
- Any student who fails any one core subject shall not be promoted unless that subject is passed in summer school.
- Strict adherence to the attendance policy will be followed.

### **Grade Eight Promotional Exercises**

Participation in grade eight Promotion Exercises is contingent upon the successful completion of all academic requirements.

### **Honor Roll**

To achieve high honors, the student must:

- Receive a grade of 90% or better in all academic subjects
- Receive a G or better in all remaining subjects

To achieve honors, the student must:

- Receive a grade of 85% or better in all academic subjects
- Receive a G or better in all remaining subjects

### **Physical Education Policy**

The core expectation of the physical education program at NCMS is that students will be physically active and full participants during class. Students will be given the opportunity to explore a wide variety of sports and other games throughout the program. As a result of these experiences, students will gain the necessary knowledge and skills to remain physically active throughout their life as part of a healthy lifestyle. In addition, an appreciation for the lifelong benefits and potential enjoyment of physical activity will be facilitated. Students need to be familiar with the following:

1. Expected physical education attire (at a minimum socks and sneakers) must be worn.
2. Students' names should be on all belongings.
3. Students may be excused from physical education if:
  - A parent or guardian furnishes a written excuse for a one-day illness.
  - A doctor furnished a note excusing him/her for a prolonged period of time.
  - The student becomes ill during the day. In this instance, he/she may be excused from physical education by the school nurse. The following day, parents must furnish a note acknowledging the student's illness.

### **Technology Education Policy**

1. Student safety is one of the main responsibilities of the Technology Education teacher. Every effort will be made to ensure the health and safety of each student.
2. Safety and class rules will be reviewed with each class and safety demonstrations will be given for the use of tools and machines, to be sure that students understand all of the safety and class rules, and follow the rules at all times.
3. Any student that is unable to follow the safety and class rules and is deemed a safety hazard to himself/herself or the class will be removed from the class until such time as the teacher feels the student's return will not threaten anyone's safety.

### **Internet Use Policy**

North Cumberland Middle School provides Internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. With this access comes the availability of material that may not be considered to be of educational value. Access to such material is actively discouraged, but on a global network, it is impossible to control all materials. It is the responsibility of each user to access only materials consistent with the educational goals of the school.

### **Terms and Conditions**

1. **Acceptable Use** – Use of the Internet must be in support of education and research, and consistent with the educational objectives of NCMS. Transmission of material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited.
2. **Privileges** – Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. NCMS administrators will deem what is inappropriate and their decision is final. Additionally, administration may deny access privileges at any time as required. The faculty and staff of NCMS may request the administration to deny or suspend specific user access.

3. Netiquette – All users are expected to abide by the generally accepted network etiquette. These include, but are not limited to the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Swearing, use of vulgarity or any other foul language is strictly forbidden.
  - c. Do not reveal your personal information (home address, phone number, etc.) or that of others.
  - d. Note that all electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by others.
  - f. All communication and information accessible via the network should be assumed to be copyrighted material.
4. Right of Access and Review – All material which is electronically stored on the school's computers, is the property of NCMS. The school retains the right to access, review, edit, and delete all user files and any material stored on any system provided by the school. This right of access and review includes email.
5. Limits of Liability - NCMS makes no warranties of kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Internet services is at the user's risk. NCMS denies any responsibility for the accuracy or quality of information obtained through these services.
6. Security – Security on any computer system is a high priority, especially when the system involves many users. Any security problems with the school computer systems or Internet services must be reported to administration immediately. Attempts to log on as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
7. Vandalism – Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or networks that are connected to the Internet. This includes, but is not limited to: the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges, in addition to actions as dictated by existing school policies.
8. Wasteful Use of Educational Resources – Using NCMS's computers for such use as game playing or participating in chats, is wasteful use of a valuable resource during times which others might want to be using those computers for educational purposes. Online game playing, Internet chats, instant messaging, and using personal e-mail are not permitted on school computers or networks.

**Damages – the user specifically agrees to reimburse North Cumberland Middle School and the system administrators for any losses, costs, or damages, including attorneys' fees incurred by NCMS and the system administrators relating to and/or arising out of any breach of this Internet User Policy by the user.**

## **SECTION F – School Services/ Student Support**

### **Guidance Services**

The guidance office is open during the regular school day. A student may go to the counselor only after receiving teacher/administrator permission. When the school counselor is not available, the student may fill out a request slip and the counselor will arrange a meeting. The counselor welcomes contact from parents about their child's progress. Appointments can be made by calling the main office and leaving a message/email or talking to the counselors directly as they are available.

### **School Resource Officer**

The Cumberland Police Department is pleased to have a partnership with the Cumberland School Department. This partnership is demonstrated through our School Resource Officer (SRO), Officer Payson. He has an office in our school and works as an active member of our school community. His main responsibilities as a SRO include:

- working with teachers and students in the classroom around issues such as bullying and drug education;
- working with administration in the handling of discipline issues, lockdowns, and evacuations;
- working with students through the Peer Mediation Program;
- working to establish and maintain a safe and healthy learning environment for all of our students and faculty;
- and building positive relationships with students.

### **Social Work Service**

Social workers provide assistance to parents and to students in counseling appropriate educational placement, and coordinating school and public or private agency services.

### **Counseling**

Counseling helps each student know, understand, and accept himself/herself in relation to the world in which he/she lives. Counseling is a student-counselor relationship in which a student has the freedom to express ideas and feelings. The student is encouraged to seek information and examine alternative courses before acting. Counseling helps students assume responsibility for making plans and decisions. You may see your counselor between 7:50 a.m. and 2:30 p.m. by signing up in the guidance office.

### **Library/ Media Service**

The media center is a place for study and research. Students must comply with the rules set forth by the media specialist. Rules governing the use of computers in the media center and in the classroom must be strictly adhered to.

1. The media center is open daily from 8:00 a.m. to 2:00 p.m.
2. Students must maintain order in the center at all times.
3. The center may be used with permission by a teacher.
4. A pass must be signed by a teacher with the time and date on it before any student is allowed in the media center.

5. Students, who have special assignments and wish to use the center more extensively, must get permission from their subject matter teacher and the media specialist.
6. Upon leaving the center, the student must have a pass stamped by the media specialist to be re-admitted to class.
7. It is the student's responsibility to return books and materials on time. Any money owed the library for fines or lost books should be paid within two (2) days notice.

### **Health Services**

The nurse's office is the place for any student who becomes ill or injured during the school day. If the nurse is not in, report to the main office. Students are not allowed to walk home from school when excused for reasons of illness. A means of transportation must be arranged by the parent or guardian. This person must pick the student up at the main office or the nurse's office.

1. Emergency Procedure Cards must be completed the first week of school and returned to the nurse. At least two alternative names and phone numbers should be given. Any changes in this information should be reported at once to school officials.
2. Any orders for medication must be according to school policy forms that can be obtained through the nurse's office.
3. Students are not to call home and request parents to pick them up due to illness.
4. All student dismissals for illness must take place from the nurse's office. The nurse or office staff member will make the necessary phone call to parent or guardian requesting transportation for any sick student.
5. It is often necessary for safety and educational purposes, for school nurse/teachers to release medical information to appropriate faculty/staff on a "need to know" basis. In general, this information includes things like life-threatening conditions (i.e.; bee sting or food allergies, diabetes, asthma, etc.) and conditions which may interfere with learning (i.e.; hearing/vision deficits, learning disabilities, etc.) Unless a parent/guardian notifies the school nurse/teacher in their child's school, in writing, that they do not wish to have information pertinent to their child's health and education shared with appropriate faculty/staff, consent is implied.

It is the responsibility of the parent/guardian to notify the bus company and the Cumberland School Department if their child has any medical conditions or special needs.

Emergency Procedure Card: At the beginning of the school year, each student is required to have his/her parents fill out and sign a card indicating where they can be reached and how they authorize the school to proceed in case of serious illness or accident if they cannot be immediately contacted. Students must return this Emergency Procedure Card to the homeroom teacher, who will forward it to the nurse, during the first week of school.

Minor Illnesses and Accidents: All accidents and illnesses must be reported to the school nurse/teacher where first aid will be given and the determination will be made whether the student must be excluded from school or sent for further evaluation and treatment. If it is thought that the student should not remain in school, the parent will be contacted to furnish transportation. If a parent cannot be reached, the next person listed on the Emergency Procedure Card will be contacted. To assure student safety, no

student will be allowed to leave school ill without permission from a parent or other responsible person listed on the Emergency Procedure Card.

Serious Illnesses and Accidents: If a student becomes seriously ill or has a serious accident at school or a school-sponsored event, the parent will be contacted immediately to transport the student home, to his/her physician, or the hospital. If a parent cannot be contacted and the student's condition, in the opinion of school personnel, warrants immediate attention, the rescue squad will be called to transport the student to the hospital. The police will be called to locate a parent. It is understood that the School Department, in arranging the transfer of a student to the hospital for emergency care, is acting as a medium of mercy and is not thereby assuming responsibility. Any instructions for care of the student, costs incurred, etc. are between the hospital, rescue and parent. The School Department accepts no responsibility.

### **School Insurance**

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

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**DISPENSING OF MEDICATION DURING SCHOOL HOURS**

1. To assure student safety and to minimize interruption to the educational process, medications should be taken at home under parent/guardian supervision. Only those medications which must be given in school (i.e. 4 times or more per day or at noon) and emergency medications will be dispensed by the school nurse/teacher.

2. Short-Term Administration: Non-prescription (i.e. cough syrup) medication must be brought to school in the original container labeled with the child's name, name of medication, dosage and approximate time to be given and accompanied by a signed parent/guardian authorization note.

Prescription medication must be brought to school in the original prescription container. Parent/Guardian authorization is required for short term administration.

3. Long-Term Administration: written parent/guardian and physician authorization is required. Medication must be in the original container labeled with the pharmacy prescription containing the child's name, name of medication, dosage, time to be given and physician's name. Verbal orders to the nurse may accepted if followed up by a written order from a licensed prescriber within three (3) working days, facsimile transmissions may be accepted. Upon receipt the orders will be confirmed with the parent by the nurse. The school nurse/teacher will determine how much medication may be kept in school for each student.

4. By law the school nurse/ teacher or nurse supervisor must refuse to dispense medication not properly authorized by a physician; not in an appropriate container; outdated; discolored; or one with which she is unfamiliar until information can be obtained from a pharmacist or the school physician.

5. Medications will be dispensed at the elementary level between the hours of 11:00 a.m. and 12:45 p.m., and at the secondary level between 10:15 a.m. and 12:45 p.m. A parent/guardian may come to school at any time and dispense medication to their child if they choose to.

6. Parental discretion will dictate whether medication can be safely brought to school by the student or should be brought in by the parent/guardian. The Cumberland School Department and the Cumberland school nurse/teachers or nurse supervisor will not be responsible for medication that is lost, misused or abused by students bringing in their own medication. All medication must be brought to the nurse's office upon arrival at school unless pursuant to paragraph #7.

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7. With proper parental/guardian and physician authorization in consultation with the school nurse/teacher or nurse supervisor a determination will be made as to whether a student may self-carry/self administer his/her emergency medication (i.e. inhaler, insulin, epi-pen). If the determination is made that a student is incapable of safely and effectively self-carrying or self administering such medication accommodations will be made to assure immediate access to the medication.
8. All medications carried by students (i.e. inhalers) must be clearly labeled with the pharmacy prescription, student's name, instructions for use and physician's name
9. All medications stored within the school building must be locked inside a secure cabinet, safe or closet and will be dispensed only by a nurse/teacher or nurse supervisor as dictated by law.
10. The Cumberland School Department Substance Abuse Policy prohibits possession of unauthorized medication on school property or at school sponsored activities. Any student found carrying unauthorized medication (prescription or non-prescription) will be subject to disciplinary action.
11. Any changes in a student's prescription will be treated as a new medication requiring a new parent/guardian and physician written authorization. All written authorizations must be renewed at the start of each school year.
12. The school nurse/teacher or nurse supervisor will maintain an electronic medication record for all medication dispensed in school. This record will be maintained on the student's individual log by the nurse dispensing the medication and contain the name of the medication, dosage, route of administration, time and any special instructions. A parent/guardian permission form and a physician standing order form are required and will be maintained with the medication or in the medication blue binder. If a dosage is not administered the reason therefore will be noted and entered into the student's individual log.
13. Nothing contained in this policy shall be construed to prohibit the administration of epinephrine in accordance with the procedures and guidelines established by statute and /or the policies, rules and/or regulations of the R.I. Department of Health.
14. If anything contained within this policy is deemed to be in conflict with state or federal law, the applicable state or federal law, as the case maybe, shall prevail, however, that the remainder of this policy shall remain in full force and effect.

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15. Students will be allowed to self-carry and self-administer a one day supply of medication including a controlled substance, during an off-site school sponsored activity (i.e. field trip). Said medication must be supplied by the parent on the day of the event and must be transported in a properly labeled container. By law, under no circumstances can a school nurse/teacher dispense self- carry medication.

Said medication will be supplied by the parent with a parent's written authorization for use of the medication during the off-site school-sponsored activity and shall be stored and transported in its original prescription-labeled container (in the case of prescription medication) or its manufacturer-labeled container (in the case of non-prescription medication).

In the case of prescription medication, a licensed health care provider's written order shall be provided if not already on file in the school.

Students are prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

No School teacher, school administrator, school health personnel, or any other school personnel shall be liable for civil damages which may result from acts of omission which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication(s) in accordance with these rules and regulations. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

Approved by School Committee – 7/10/97

Revised by School Committee – 10/9/97

Revised by School Committee – 5/25/00

Revised by School Committee – 1/10/08

**Reference Law Citation:**

Pursuant to the provisions of Public Law 96-358, the Department of Health and Education have amended the regulations of Rules and Regulations for School Health Programs (RI-21-SCHO) to address the use of epinephrine auto-injectors (epi-pens) in the school setting. The new statute confers the protections of the "Good Samaritan" laws to non-nursing personnel (e.g. teachers, principals, etc.) who administer an epinephrine auto-injector to previously medically identified students who experience an episode of anaphylaxis. New language related to the administration of epinephrine auto-injectors by school personnel to medically identified children has been added in the following sections: 1.2; 1.5; 1.12; 1.13; 2.7; 2.8; 2.9; 2.10; 2.11; 9.3; 14.3 17.1; 17.1.2; 17.2; 17.4; 17.6; and 23.1.1.

Dr. E. James Monti, the school physician, has written the following standing orders for medication to be given to secondary students in the course of a school day. This medication will only be dispensed by the school nurse when he/she feels it is appropriate. The medications are:

- **Acetaminophen – 325-650 mg.** for headache, earache, toothache, dysmenorrhea, muscle aches, fever
- **Ibuprofen – 200-400mg** for headache, earache, toothache, dysmenorrhea, muscle aches, fever
- **Benadryl – 12 ½ mg-25mg** for cold/allergy symptoms
- **Gelucil or Mylanta -1-2 tabs or liquid** for nausea, epigastric pain, burning sensation
- **Cepacol lozenges** for minor sore throat or cough

If you do not wish to have your child receive any of the above listed medications, please contact the school nurse at the beginning of the school year.

Cumberland School Health Services conducts the following health screening, as mandated by the Rhode Island Departments of Health and Education.

- Vision screenings for all 7<sup>th</sup> grade students
- Dental screenings for all 7<sup>th</sup> grade students who do not return a dental card
- Scoliosis screenings for all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students
- Physical exams for 7<sup>th</sup> grade students or new students who do not return a physical exam form

Unless the parent comes in to administer the medication to his/her child, the medication will be administered by the school nurse/teacher. However, in an emergency, the principal may administer it. Normally, because of the irregularity of nurse/teacher travel schedules, medications will be administered some time between 11:30 am' and 12:45 p.m. **DAILY MEDICATIONS WILL NOT BE ADMINISTERED ON HALF DAYS.**

### **PROTOCOL FOR SELF-ADMINISTRATION OF MEDICATION AT OFF-SITE SCHOOL-SPONSORED ACTIVITIES**

Students will be permitted to self-carry and self-administer a one-day supply of medication, including a controlled substance, during an off-site school-sponsored activity (e.g. field trip) with the following stipulations.

1. The medication must be supplied to the student by the parent. School nurse/teachers are not permitted by law to dispense such medication.
2. The medication must be in its original prescription labeled bottle or its manufacturer labeled container (if non-prescription).
3. A written parental authorization must accompany the medication and for prescription medication a physician's order must be provided if one is not already on file in the school.
4. A student shall be prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

5. The student must be capable of self-administration. No adult other than a school nurse/teacher or parent can administer the medication. A teacher can, however, remind a student of the time to take his/her medication but is under no obligation to do so.
6. The student must be capable of self-carrying the medication. No adult other than a parent or school nurse/teacher should be in possession of said medication.
7. No school personnel shall be liable for civil damages which may result from acts or omissions which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication. This immunity does not apply to acts or omissions constituting gross negligence or willful conduct.

### **POLICY ON HIV-INFECTED STUDENTS AND EMPLOYEES**

Definition: HIV is an acronym for the Human Immunodeficiency Virus. It is the virus that causes AIDS, which is an acronym for Acquired Immune Deficiency Syndrome. Persons infected with HIV may be described as being “asymptomatic”, meaning they show no signs of illness and are able to work and/or attend school without limitations. Persons whose disease has progressed to the symptomatic stage may have health-related limitations which may periodically affect their ability to work and/or attend school.

#### **General Statement**

The Cumberland School Department affirms that:

1. Employees or students infected with the HIV virus, whether symptomatic or asymptomatic, pose no risk of transmitting the virus through classroom or workplace contact with other students or employees
2. It is optional for the HIV infected student or employee to inform the superintendent of schools of their HIV status. If the superintendent or his/her designee is informed, the informed individuals will be subject to the requirement of the R.I. General Law (G.L. 23-6-22) and the American Disability Act of 1990 (P.L. 101-335) discrimination against individuals who are infected or perceived to be infected with HIV is expressly prohibited.

In accordance with R.I. Law (G.L. 23-6-22) and the American Disability Act of 1990 (P.L. 101-336), discrimination against individuals who are infected or perceived to be infected with HIV is expressly prohibited.

#### **Procedure**

If an employee or student who is infected with HIV chooses to report their HIV status to the Superintendent or his/her designee, a team consisting of the following people will be convened;

- The parents/guardians of the student, or the employee
- The student (if 18 years of age or older)
- An advocate of the parent/guardian’s choice or employee’s choice (if they wish)
- When possible, the student or employee’s physician
- And/or the Cumberland School Department Physician

- When possible, a representative of the RI Department of Health
- The school principal
- The school nurse/teacher
- The supervisor of nursing services
- At the parents' option, a student under the age of 18 may attend

This team will determine, based on medical recommendations, whether the HIV infected person will remain in school or whether he/she exhibits behaviors which puts others at risk of becoming HIV infected. Those behaviors may lead to an alternative educational placement outside the school setting. In the case of an employee, behaviors that pose a risk to others would be handled through regular disciplinary process.

The team also will determine who has a "need to know". The decision to inform personnel must be made with the parents/guardians' consent or infected employee/student's consent indicated on a signed release of information form.

Information concerning the identity of HIV positive employees/students must be kept confidential in accordance with RI General Laws 23-6-17 and 23-6-18. Any written or electronic records containing this information should be kept in a locked file in the Superintendent's office accessible only to those who have been stipulated on the release of information form. All persons receiving this information are bound by all pertinent confidentiality laws.

The team, at the conclusion of this meeting, will inform the Superintendent of its decision and recommendations. All students will be taught annually the nature, transmission, and prevention of HIV/AIDS. Parents have a right to exempt their children from instruction related to prevention of HIV/AIDS.

This policy will be reviewed with all School Department employees as part of the annual review of the Universal Precautions Plan for the School Department, which plan also calls for the provision of all supplies necessary for implementing these precautions.

A copy of this policy is to be distributed annually in each student handbook as well as posted in a conspicuous place in each school building.

Approved by School Committee-2/13/97

September 2009

Dear Parent/Guardian:

The Rhode Island Sex Offender Registration and Community Notification Act (Meaghan's Law) provides for annual notification to parents when certain sex offenders enter the community. Community notification is required for sex offenders whose risk assessment indicates a high risk of re-offense. While local police are responsible for notification, the school district must give the police a directory of the names and addresses of parents whose children attend each school.

You have the right to have your name deleted from the directory that is given to the police for community notification purposes. This form is for you to have your name and address deleted from the directory. To have your name deleted from the notification directory, return the completed and signed bottom of this page by mail to Cumberland Public Schools within 5 days.

In summary:

**IF YOU DO NOT WANT TO BE NOTIFIED OF HIGH RISK SEX OFFENDERS WHO ENTER THE COMMUNITY, RETURN THE BELOW FORM.**

TO: Cumberland Public Schools  
 ATTN: Superintendent  
 2602 Mendon Road  
 Cumberland, RI 02864

Please remove my name and address from the directory provided to Cumberland Police Department for the purpose of sex offender notification. I understand that by submitting this form, I will not be notified by the Cumberland Police of high risk sex offenders who enter the community.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## CUMBERLAND PUBLIC SCHOOLS

SAFETY PROGRAM	EB
Camera Surveillance Systems	EBAC
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#### Purpose and Scope of Policy

To provide guidelines and establish procedures for camera surveillance system coverage, authorized users, monitoring, modifications and expansion, and maintenance and repairs.

#### Surveillance System Coverage Usage

Cameras shall only be placed in public areas such as hallways, classrooms, athletic areas parking lots and public walkways. The surveillance system cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff and students (e.g. rest rooms, locker rooms, private offices, conference rooms, staff lounges).

Signs will be posted in public entryways to the buildings and at other conspicuous locations informing persons that the buildings and grounds may be under video surveillance.

The posted signs will read: *Surveillance Cameras in Use.*

The District shall notify students, staff and the general public that video surveillance will occur on school property through use of the signage and other appropriate notifications including a notice in the student hand book.

The use of video surveillance equipment on school grounds shall be supervised by the Superintendent or Designee. Only individuals authorized by the Superintendent of Designee may view the surveillance recordings.

Information obtained through video surveillance may only be used for disciplinary investigations, security and law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.

Surveillance system misuse shall be addressed on a case by case basis by the district administration.

CUMBERLAND PUBLIC SCHOOLS

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Recorded video images shall be maintained for a period of not less than thirty (30) school days or such other period of time as designated by the Superintendent. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release.

Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an ongoing investigation by that agency.

Any modifications, changes or expansion of the surveillance system shall be approved by the Superintendent prior to any such modifications changes or expansion taking place. The Superintendent will provide information on such modifications, changes or expansion of the surveillance system to the school committee. The Superintendent may provide notice to staff, students and the public of such changes at the discretion of the Superintendent.

First Reading: May 8, 2008  
 Second Reading: May 22, 2008  
 Approved Cumberland School Committee: May 22, 2008

### **Request to Withhold Information from Military Recruiters and Colleges**

Under federal law, you may request that North Cumberland Middle School ***not*** release your name, address, and telephone listing to military recruiters or institutions of higher education (colleges) unless your parents give their prior written consent – that is, unless they tell us in writing that we may do so.

Please indicate on the final page of the handbook if you would like NCMS ***not*** to release your name, address, and telephone listing to military recruiters or colleges unless your parents tell us in writing that we may do so.

## SECTION G –STUDENT ACTIVITIES & ATHLETICS

### Eligibility Requirements for Participation in Athletics and Extracurricular Activities

Participation in athletics and extracurricular activities is a privilege and educational opportunity. To be eligible to participate in athletics and extracurricular activities at North Cumberland Middle School, students are expected to maintain appropriate behavior, citizenship and an average of 70 in core academic classes and at least an S for any of the Unified Arts classes. Eligibility to participate in athletics and/or extracurricular activities in any given marking period will be determined by grades received in the preceding marking period on report cards or progress reports. Any student who fails any two or more courses (including Unified Arts), will be ineligible to participate in athletics and extracurricular activities. In addition to the eligibility requirements, students participating in interscholastic athletics are subject to all eligibility requirements of the Principals' Committee on Athletics, grades 6-8.

Any student who is subject to disciplinary action in school may be deemed ineligible to participate in any extracurricular activity. This decision will be made by the principal or assistant principal. The school administrators also maintain the right to determine whether removal from any extracurricular activity is warranted.

All students are urged to participate in some extra-curricular activity to realize the maximum educational benefit available at North Cumberland Middle School.

#### Extracurricular Activities and Athletics opportunities include:

Intramural sports	Ski Trips
Basketball (boys and girls)	Drama
Cross Country (boys and girls)	Dances
Boys' Baseball/Girls' Softball	Student Council
Wrestling	End-of-year 8 <sup>th</sup> grade Field Trip/Dance
Cheerleading	School Yearbook
Soccer (boys and girls)	Build A Better School (BABS)

Behavior at extra-curricular activities must be consistent with established expectations of North Cumberland Middle School.

#### Student Council

The NCMS Student Council consists of representatives from each grade. Elections are held shortly after the start of the school year. There is one representative from each homeroom and two at large members per grade. Meetings are held on a regular basis. Attendance is mandatory. With the help of a faculty advisor, students organize and plan activities for the school year. These activities help promote school spirit and provide social activities needed at this level. At the same time, the students learn about decision-making and the workings of student government. Community service is also required during the school year. Student Council representatives must keep their homeroom informed of council discussions and plans. Any member who fails to represent his/her homeroom and school in an exemplary manner will lose their Student Council membership.

### **Dances**

The Student Council sponsors our school dances. Only North Cumberland Middle School students may attend. Tickets are sold ahead of time during the week of the dance during lunch or homeroom. There are no tickets sold at the door. Students must present a completed official dance permission form in order to be admitted to the dance. If students are absent from school the day of the dance, they may not attend. Students who have been referred for disciplinary reasons or who have been suspended during the week prior to the dance may not be eligible to attend the dance. Dances are typically held from 7-9:00 p.m.

### **Field Trips**

Field trips are considered part of the curriculum and students are expected to participate. Under no circumstances should parents allow students to remain at home. If a student, with parent permission, elects not to participate, he/she must attend school. Students not allowed to participate must also report to school that day. Students remaining at the school will receive appropriate assignments and arrangements will be made for supervision. Any student who cannot afford to attend should inform a team teacher. Funds are available to cover these costs. Use of electronic devices on a field trip will be at the discretion of the field trip leaders. No student will be allowed to participate in a field trip sanctioned by the School unless written permission from parents is received by the school authorities.

### **Unsanctioned Field Trips or Outings**

The North Cumberland Middle School assumes no responsibility for unsanctioned field trips or outings organized by individual members of the student body. Any trip so organized must not utilize the school grounds as a pick-up or drop-off point.

**North Cumberland Middle School  
Student Handbook  
Acknowledgment Form 2009-2010**

*Please complete this form and return to your homeroom teacher.*

This is to certify that we have reviewed this handbook, noting the section on discipline and computer use, and are aware of the penalties for violations of school expectations.

Student Name (Printed)	Grade	Team
<i>Signatures:</i>		
Parent/Guardian _____		Date _____
Parent/Guardian _____		Date _____
Student _____		Date _____

Request to Withhold Selected Student Information

*[Parents, Guardians, Students over 18]*

Please check off the following if you do not want any of the following information released without your prior written consent concerning:

- Participation in officially recognized activities/sports
- Photograph
- Degrees, honors, awards
- Military recruiters
- Institutions of Higher Education