

# **BURRILLVILLE MIDDLE SCHOOL**



## **STUDENT/PARENT HANDBOOK 2017-2018**

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*“Administration” refers to the Principal and Assistant Principal throughout this handbook.*

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### THE MISSION OF BURRILLVILLE MIDDLE SCHOOL

*The mission of Burrillville Middle School’s faculty and staff is to provide a safe, supportive and respectful school environment where all students are taught within a team model to be effective communicators, skilled problem solvers, independent learners and creative, healthy and courteous citizens.*

*The mission statement is a declaration of the school’s purpose and function, and it expresses the organization’s identity and philosophy. It is a unique assertion of the community’s belief about why the school exists.*

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*Burrillville Middle School does not discriminate on the basis of age, sex, race, religion, national origin, color or handicap in accordance with applicable laws and regulations.*

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### GUIDING BELIEFS

- **Educational Opportunity:** We acknowledge the responsibility of the school, community, and parents to provide for each child educational opportunities that maximize their potential and provide them with the skills necessary for success in a complex and changing world.
- **Teamwork:** We are committed to the principles of teamwork, selfless service, professionalism, mutual respect, trust, free and open communication, concern for the well-being of the individual, and an appreciation for cultural and gender diversity.
- **Learning Environment:** We strive to create a learning environment that acknowledges and encourages the unique talents and abilities of students and promotes lifelong learning.
- **Decision Making:** We support the concept of site-based decision-making, based on the cooperative efforts of administration, faculty, staff, parents/guardians, students, and the community.
- **Climate:** We are committed to providing a safe and secure learning environment that fosters self-esteem and the physical, intellectual, and emotional development of our students.
- **Respect:** We believe that mutual respect is based upon the principles of both individual and collective rights and responsibilities, and we affirm the importance of establishing reasonable rules of behavior to foster the development of self-discipline, responsible behavior, hard work and good citizenship.
- **Accountability:** We are committed to standards that value scholarship and a commitment to teaching and learning based upon collegiality, integrity and professional ethics.
- **Integrity:** We accept the principle of integrity as the guiding force in our behavior as educators and recognize the importance of trust as the foundation for effective interpersonal relationships.
- **Community:** As teachers, we accept the responsibility to model and provide experiences in those behaviors that reflect the obligations of every individual to the community, i.e., charity, tolerance, compassion, understanding, and community service.

*Guiding Beliefs direct the activities that lead to the accomplishment of an organization’s mission and vision. They present the fundamental values and guiding principles of the school in attaining its desired future.*

## BURRILLVILLE MIDDLE SCHOOL STUDENT GOALS

1. Communication Skills - Education provides each student with the basic skills needed for communication, perception, evaluation, and conceptualization of ideas. The most important skills are reading, writing, speaking (including other modes of communication), listening, viewing, and computation.
2. Capacity and Desire for Lifelong Learning - Education fosters and stimulates in each student the natural desire for lifelong learning and should develop the skills necessary to fulfill that desire.
3. Citizenship in a Society - Education provides each student with a knowledge and understanding of how society functions in theory and in practice. Education should also foster individual commitment to exercise the rights and responsibilities of citizenship and to protect the rights of others.
4. Understanding Daily Living Skills and Occupational Preparation - Education provides each student with the skills, experiences, attitudes, and guidance needed for preparation in occupations and daily living; it is equally important for the student to develop a capacity to adapt to changing conditions.
5. Understanding of the Environment - Education provides each student with knowledge and understanding of the social, physical, and biological world and behavior leading to intelligent use of the environment.
6. Creative Interests and Talents - Education provides each student with varied opportunities to nurture interests, to discover, and to develop natural talents.
7. The Examination and Use of Information - Education provides each student with the opportunity to:
  - o Develop ability to examine information constructively and creatively. Develop ability to use scientific methods. Develop reasoning abilities. Develop skills to think and proceed logically.
8. Pride in Work and Building of Self-Esteem - Education provides each student with the opportunity to:
  - o Develop a feeling of student pride in achievements and progress. Develop self-understanding and self-awareness. Develop the student's feeling of positive self-esteem, security and self-assurance.
9. Good Character and Self-Respect - Education provides each student with the opportunity to:
  - o Develop an appreciation for and understanding of other people and other cultures. Develop an understanding of political, economic, and social patterns of the rest of the world. Develop a moral and ethical sense of the values, goals, and processes of society. Develop standards of personal character and ideas.
10. Respect and Positive Interaction - Education provides each student with the opportunity to develop an awareness of the interdependence of races, creeds, nations and cultures.
11. Understanding the Ideas of Health and Safety - Education provides each student with the opportunity to:
  - o Establish an effective physical fitness program. Develop an understanding of physical health and wellbeing. Establish sound personal health habits and information. Develop a concern for public health and safety.
12. Personal Development and Decision-Making Skills - Education provides students with knowledge, experiences, skills, and guidance to become constructive members of peer groups, school, family and community, who can apply decision-making skills.

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### **Burrillville Middle School Expectations for Student Success**

*Burrillville Middle School has adopted the following Growth Mindset expectations that parents and guardians should periodically review with their children.*

#### **As BMS Good Citizens We Will:**

- Be **polite and respectful** of others and property (say, "please" and "thank you").
- **Report** to adults the times when others are mean or disrespectful.
- Help keep the school **clean and safe**.
- Keep our hands to ourselves.
- Never swear or use offensive language
- **Apologize** when we've done something wrong.

#### **As Problem Solvers We Will:**

- Be sure we understand the problem: What do we already know? Is this like another problem? What do we need to know more about?
- **Think:** Is there a pattern? What's missing? Who or what can help me?
- **Try:** Drawing a diagram; "Guess and Check"; Simplifying; Looking at a similar problem; brainstorming
- Use our plan -- if it doesn't work, try another
- **Check our answer:** Does it seem right? Is there a way to prove it is right?

#### **As Readers We Will:**

- Always keep a book with me to read
- Keep reading even if a word or passage is hard
- Always consider: "What should I expect to learn from this passage or text?"
- Think of how the passage might be connected to something I already know
- Write down key words or sentences that might help me understand the text better
- Try to figure out what a word might mean by how it is used in a sentence
- Lookup keywords
- Reread passages that were hard to understand the first time.

#### **As Learners We Will:**

- Always **be on time** for school and for class
- Always have textbooks, Chromebooks/devices, notebooks, and pens or pencils
- Think about how we learn best and how we avoid mistakes
- Know what our homework is each day (*and do it!*)
- Keep our **cell phones off** during class
- **Listen carefully** and follow directions
- **Try our best** and encourage others
- Expect school lessons to be challenging, **but stick with it!**

#### **As Writers We Will:**

- **Always rewrite the question** as part of the first sentence
- Explain what the answer is in the first paragraph of my response (Thesis)
- Write enough in the first paragraph so the reader will understand how we have found the answer or understand what we intend to show or prove (Introduction)
- Use specific **facts and examples from source(s)** to support my opinion
- **Cite the source(s)** of the facts and the examples (Body Paragraphs)
- At the end, restate the answer based on the examples provided (Conclusion)

***Remember, good habits are the keys to success.***

## STUDENT ATTENDANCE

**ATTENDANCE PHILOSOPHY** - Classroom activities at Burrillville Middle School are a vital part of the teacher-student learning process. Attendance every day is very important. A day out of school can never be recaptured. Regular daily attendance is essential if every student is to receive the very best education.

**ATTENDANCE STATEMENT** - A student is required to attend classes each school day. The hours of attendance are from 7:40 AM to 2:07 PM. Makeup sessions with teachers may be requested by the teacher or scheduled by the student before or after school.

**ABSENCE FROM SCHOOL** - Parents/guardians are asked to schedule personal, dental, and medical appointments for after school hours whenever possible. Close scrutiny of every student's daily attendance is conducted by the House Office. The middle school administration will pursue legal action, including a referral to Truancy Court against students who accumulate unauthorized absences from school.

*Parents/guardians are requested to call the Middle School Office 568-1320 before 7:30 AM* to inform the secretary that a student will be absent from school. A student is not allowed to participate in or attend any school activity, athletic program or extracurricular/co-curricular program on the day he/she is absent from school. Following an absence from school, a student is required to return to school with a note signed by his/her parent or guardian stating the date(s) and the reason for absence from school. The note should be **brought to the main office** the day the student returns to school.

**ASSIGNMENT REQUESTS FOR ABSENT STUDENTS** - It is the student's responsibility to make arrangements to obtain homework assignments when he/she is absent 1 or 2 days from school. When a student is absent for 3 or more consecutive days, the parent/guardian should contact the Counseling Center to request classwork/homework assignments. A minimum of 24 hours is necessary before any homework will be ready.

**EXCUSED/UNEXCUSED TARDINESS OR ABSENCE** - Excused tardiness or absence is defined as that resulting from a family emergency, medical appointments, a court date, funerals, those deemed so at the discretion of the principal. **A note from a parent is not recorded as an excused absence.** Therefore, a day for which the parent writes a note excusing the student will be recorded as *unexcused*. It does document that the parent has knowledge of the absence and provides information that may later be helpful.

**UNEXCUSED ABSENCES** - **As unexcused absences and/or tardies accumulate, students may be subject to the following consequences during the school year:**

- **8 absences / 10 tardies** - Parents will be notified by mail. *This is your opportunity to discuss your child's attendance with the administrator.*
- **12 absences / 20 tardies** - Parents will be notified by mail. This is another opportunity to discuss your child's attendance with an administrator.
- **12+ absences / 20+ tardies** - The student may be referred to Family Court Truancy Calendar.

**EXTENDED ABSENCES DUE TO ILLNESS OR HOSPITALIZATION** - When a student is out school for more than three days due to a hospital stay, we request that the parent/guardian contact the child's guidance counselor or school nurse prior to the child's return. Medical information will remain confidential.

**VACATIONS DURING SCHOOL PERIODS (DISTRICT PROCEDURE)** - Student absences resulting from family vacations taken at times other than the weeks (days) identified in the school calendar are unexcused. These absences create significant learning difficulties as 90% of today's instruction involves discussion, group work and in-school practice, which cannot be replicated when a child is not in school. Also, many of the classroom activities are grouped and differentiated with the readiness, interests, and learning styles of students in mind.

Assignments will not be sent home prior to the absence, but key assignments may be saved during the student's absence and given to the student upon his/her return to school. Key assignments that are not completed in an appropriate manner within one calendar week of their return or student learning outcomes that have not been mastered will adversely influence the student's performance level on the report card.

Textbooks are available at some grade levels in some subjects. Teachers may be able to send these textbooks home with the child prior to the vacation. The parent is asked to assist the child in understanding the material as it progresses in the textbooks and to quiz the child with regard to this understanding. Textbooks are the responsibility of the family if lost or damaged.

**TARDINESS** - Tardiness is defined as an official arrival at school after the beginning of the first period class. A student who arrives by automobile after 7:40 AM will be recorded as late to-school and must report to the main office to receive a pass to class. A parent or guardian must be present to sign a tardy student into school. Unexcused tardiness is subject to the following consequences per quarter: 1-3 days tardy - Verbal warning to student and/or parent 4+ days tardy - student detention for each tardy. Detention will be assigned for every subsequent tardiness within the same quarter. Students with excessive tardiness may be sent to Rhode Island Family Court Truancy Diversionary Program.

A parent/guardian who transports a student to school must write a note indicating the reason for his/her student's lateness and should accompany the student into school. A daytime telephone number for the parent should be included on the note. Only a valid excuse such as an accident, injury, medical appointment, or family emergency will waive any consequence for lateness to school.

**DISMISSAL FROM SCHOOL BY SCHOOL NURSE** - On occasion, a student may become ill at school. The school nurse has the authority to issue a clinic dismissal of an ill student. It becomes the parent's responsibility to transport the ill student home as soon as possible after signing him/her out in the office.

**DISMISSAL FROM SCHOOL BY PARENT/GUARDIAN** - A parent/guardian requesting early dismissal for his/her student is asked to report to the Main Office to sign the student out of school at least 15 minutes prior to the desired dismissal time. A parent/guardian may also request early dismissal for his/her student by complying with the following procedure:

- 1) A note signed by a parent/guardian including a daytime telephone number must be submitted to the office by the student before the beginning of the school day.
- 2) The note must name the student and state the day, time and the reason for dismissal along with the identity of the responsible adult, if other than the parent/guardian who will be signing the student out of school. The note must be signed by the parent/guardian and include a daytime telephone number for verification purposes.
- 3) A student will not be dismissed from school and released to a sibling or other relative until an office secretary has verified the details of the dismissal by telephone with a parent.
- 4) The person picking up the child must be listed on the emergency card as having permission to dismiss by the guardian.
- 5) The person picking up the child must provide a photo ID

## **TRANSPORTATION**

Transportation by school bus to and from school is a privilege for all students. The school bus is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that the right of a student to transportation to and from school is a qualified right dependent on good behavior. The administration retains the right to suspend the bus privileges of any student at any time for behavior or misconduct that endangers the safety of students and/or the employees of the bus company.

1. Students shall respect the school bus driver as the authority over student conduct while entering, riding and disembarking the vehicle.
2. Students are expected to maintain appropriate behavior consistent with school rules and regulations regarding student conduct. This means courteous speech, manner and dress.
3. Smoking, shoving, pranks, use of dangerous objects, throwing of objects, extending limbs or objects about the bus or out the window are strictly prohibited.
4. Students must be seated while the bus is in motion and remain seated until the time of debarking.
5. Disciplinary action shall be taken, in accordance with School Committee policy, in the event of misconduct. Students shall be afforded the opportunity to respond to misconduct accusations when questioned by school administration.
6. Boarding a bus other than a student's own requires a signed note from the parent. This note must be countersigned by the administration.

The driver is responsible for the student's safety on the bus. A referral will be written when a student does not adhere to the rules. Each bus referral is considered an offense and will be addressed by administration.

**ARRIVAL TO SCHOOL/DEPARTURE FROM SCHOOL** - Under no circumstances should students leave the bus drop-off area to go to other outside areas of the school premises. At the end of the school day students are to proceed directly to their buses and to board immediately. If a student goes to the town fields next to the building after school, it is assumed that the student has parental permission. The school does not give permission and requires transportation home.

A parent/guardian who needs to dismiss a student during school hours is asked to abide by the parking regulations in effect during school dismissal: Automobile parking is only permitted in the marked parking spots. The area between the marked spots and the front of the building is reserved for arriving and departing school buses.

**BEHAVIOR ON THE SCHOOL BUS** - The Burrillville School Department regards student behavior and the school bus driver's management of student behavior as key elements in the safe transportation of students. Students shall respect the school bus driver as the authority over student conduct while entering, riding and disembarking the bus. Students are expected to maintain appropriate behavior consistent with school rules and regulations

regarding student conduct. This means courteous speech, manner and dress. Smoking, shoving, pranks, use of dangerous objects, throwing of objects, extending limbs or objects about the bus or out the window are strictly prohibited. Students must be seated while the bus is in motion & remain seated until they disembark. The use of video cameras on school buses shall be regarded as aides to monitor discipline. A video camera does not replace the school's discipline policy, the authority of the driver, or the responsibility of the administration. Video cameras may be placed on any bus as authorized by the Superintendent or the Terminal Manager.

All students will be notified that they are subject to being videotaped at any time. Public notification shall be made to parents and guardians through the media. Disciplinary action may be taken, in accordance with School Committee Policy, in the event of misconduct. The following action may be taken against students for school bus misconduct: *(In the event of serious student misconduct, the School Committee or its designee may waive step one (1) and step two (2) and invoke immediate suspension.)*

- **First Offense:** Upon receipt of complaint from the transportation agent, the administration shall speak with the student informing him/her of the nature of the misconduct and requesting cooperation in the future. The administration may notify the parent/guardian by telephone, stating the nature of the offense, and forward a copy of the completed referral to the parent/guardian accompanied by a copy of the Student Transportation Policy. A copy of the completed referral will be sent to the transportation agent.
- **Second Offense:** The administration shall speak with the student again, informing him/her that transportation privileges have been suspended for two school days, and notifying his/her parents/guardians by telephone and in writing, stating the nature of the offense and the disciplinary action taken. Suspension shall take place only after a hearing at which parents and child are entitled to attend and participate
- **Third Offense:** Repeat above procedure, suspending student from bus transportation privilege for two weeks.
- **Fourth Offense:** Repeat above procedure, suspending privilege for balance of the school year.

**BUS NOTES** - In an effort to improve communication, BMS confirms bus notes via email. If you receive an email regarding a change to your child's bus that was made in error, please contact the main office.

**PARENT PICKUP** - is near the softball field behind the buses. Students are to walk along the sidewalk, to the sidewalk by the fields and can cross at the crosswalk. Students and parents are not to walk between the buses at dismissal.

**LATE BUS** - As an incentive to participate in extracurricular and/or School-Wide Enrichment activities as well as to provide time for after school study or detention. The late bus is provided Monday through Thursday 2:50 PM. However, in order to reach all areas of the town by a reasonable time, the late bus does not make the same number of stops as the daily school bus, and students may have to walk substantial distances to their homes. Parents who are concerned about their children's safety, may wish to provide their own transportation from school to home instead of using late-bus transportation. **Only students staying after for a teacher, club leader or a coach are allowed to take the late bus.**

## GENERAL INFORMATION

**AGENDAS** - Every student will receive an agenda during the first week of school. All students are required to carry their agendas to all classes and throughout the school day (not including lunch). Replacement agendas can be purchased from the House Office for a cost of \$3.00.

**AFTER SCHOOL SUPERVISION:** - Students are not allowed to stay after school unless supervised by a staff member. Students who are unsupervised will be asked to leave the building. Students participating in activities are to take all books and personal items with them to the activities.

**AIDS INSTRUCTION**-In keeping with R.I. Department of Education mandates for health instruction, each student will receive instruction in Acquired Immune Deficiency Syndrome (AIDS). A parent may exempt his/he child from instruction in AIDS or the characteristics, symptoms and treatment of diseases because of religious beliefs by submitting a written request to administration. A parent/guardian's letter will remain on file for the current school year. A new request must be submitted each year. (Curriculum 16-22-17)

**STUDENT CODE OF POSITIVE BEHAVIOR - (School Committee Policy P6402)** - Students at Burrillville Middle School must adhere to the following expectations of the administration, faculty and staff:

- Respect yourself, others and all property.
- Arrive on time to school, classes, detention and student activities.
- Never leave the school building without official permission.
- Do not wear hats, bandannas, sunglasses or inappropriate offensive in school.
- Prepare yourself for school and classes each day.

**BEHAVIOR IN THE CAFETERIA** - You will enjoy your lunch period as a time to relax and talk with friends while eating, as it would be in a fast food restaurant. Courtesy, politeness, and cleanliness are important responsibilities for you to maintain. When you sit at a table, you must share in the responsibilities of cleaning it. This is a basic rule and will always be expected of you.

- **Students must follow the Peanut Free/Peanut designations** and sit in the appropriate areas of the cafeteria, which are clearly marked.
- **Line up in the hall outside the cafeteria.** - When you arrive at the cafeteria take your bag lunch to a table or take a place in line to purchase school lunch items. Those who cut in line will be sent to the very end of the line.
- **Clean Your Area.** - We are proud of our cafeteria: it is clean and comfortable. Be sure to clean your area completely. Remember, you are responsible for your area.
- **A Teacher Will Dismiss You.** - Stay in your seat (and assigned area) until you are dismissed. Move out of the cafeteria only on the supervisor's signal. Do not bring any food or drink (opened or unopened) out of the cafeteria.
- **Behave & enjoy your lunch time.** - Enough time is allowed to enjoy your lunch, not to fool around or disturb others. Lunch in the cafeteria is a privilege. Students are expected to stay in their seat on the appropriate side of the cafeteria. Any violation of these rules will result in implementation of consequences according to the school's *Discipline Code*. A student may also be assigned "Silent Lunch" and/or assigned seating by an administrator in a supervised location other than the cafeteria for repeated incidents of unacceptable behavior in the cafeteria during a lunch period.

**BULLYING** (*School Committee Policy, DP643*) - Bullying, Teen Dating Violence, and Sexual Violence (*Lindsay Ann Burke Law*) disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. All students, faculty & staff have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and bullying. Bullying, Teen Dating Violence, and Sexual Violence are prohibited in the public schools of Burrillville. [R.I.G.L. §§ 16-21-26, 16-21-30]. Reports of such conduct shall be investigated, and action shall be taken under the guidelines of the middle school's disciplinary code. This policy shall apply to all school activities, including bus transportation, field trips, extra-curricular activities, athletics, & any other school-related function. The full policy is listed below under "Policies."

**BREAKFAST PROGRAM** - The middle school participates in the school department's breakfast program. The food line is open from 7:20 AM until 7:40 AM. You must use your code number whether you are paying cash or utilizing the prepay system. *No food items may be taken from the cafeteria.*

**CAFETERIA FOOD PURCHASE PROCEDURE** - Students will be issued their own private cafeteria code to use when going through the food line. Cafeteria numbers are not to be shared between students. Students must use this code to purchase lunch with cash or to utilize the prepay system. Parents may choose to prepay breakfasts/lunches through our computerized system. Simply prepay any given amount of money. The computer will deduct your student's purchases from his/her own account. Prepaying on a regular basis ensures that your student will always be able to purchase food from the cafeteria.

**CARE OF SCHOOL PROPERTY/VANDALISM** - Abuse of school equipment, buildings, or grounds will not be tolerated. Students and parents will be held financially responsible for damages to school property. Students may be suspended out-of-school or lose the privilege of participating in all extracurricular activities if no attempt is made to make restitution for acts of vandalism to school property.

**COMMUNITY SERVICE** - As a member of the BMS school community, students are expected to follow all of the school rules and regulations. Students are also encouraged to develop strong character, self-respect, and most of all, to think and act responsibly about themselves, others, and their surroundings. When a grievous injury has been made against a student, and/or the school surroundings', reparation can be made by performing significant community service. The administration may assign community service in combination with other consequences. A contract will be offered to the student and endorsed by a parent/guardian before community service is performed.

**COMPUTER AND NETWORK ACCEPTABLE USE POLICY** - The "information superhighway" is a reality. From school or home computer you can travel all over the world to gather information. The Network is a vast collection of computers and users that have the ability to share information. Each computer that is connected then becomes part of this global network, allowing individuals to send *and receive a wealth of multimedia resources quite easily*. Network use enables teachers to bring experts right into the classroom, offering tremendous educational advantages. *The complete policy is listed below under "Policies."*

**CONFIDENTIALITY IN SPECIAL EDUCATION** - Appropriate records of attendance, evaluation, suspension or withdrawal are maintained for each child receiving Special Education services. Parents are urged to request information concerning confidentiality, specifically pages 51-55 of the *Regulations of the Board of Regents for Special Education of Handicapped Children* available from the Special Education office.

**COUNSELING CENTER** - The Counseling Center is a place for you to visit whenever the need arises. *Except for emergencies, students are asked to contact a counselor during Advisory or to make an appointment.* Often, problems or concerns are easily addressed during a visit with a counselor. Students are encouraged to learn the name of their individual counselor at the beginning of the year.

**Counselors:**     **Mrs. Pamela Connors**     **6 Smith**     **7 Mowry**     **8 Mowry**  
                             **Mr. Robert DeLellis**     **6 Nipmuc**     **7 Greene**     **8 Burrill**

The guidance program is designed to address social and developmental issues of students. Counselors help students gain an understanding of new situations, adjust to new relationships as well as reinforce their academic programs. Middle School counselors help parents and teachers in facilitating the needs and capabilities of the students.

The Counseling Center also serves to coordinate many programs. These programs include peer support groups, rape crisis clinics, drug and alcohol seminars, group adjustment sessions, and career exploration seminars as well as at-risk student counseling. Do not hesitate to call the Counseling Center at 568-1325 with any questions or concerns you may have.

**DANCES** - School dances are considered an extracurricular activity. Parents or Guardians are responsible for ensuring that their children meet all requirements for attendance, timely transportation, and conduct related to school dances. Students who are academically or behaviorally eligible may attend a dance that is identified as intended for the grade level to which the student belongs. Students who are not eligible to attend a dance will not be admitted. Parents will be called for immediate pickup.

At special dances when a guest is permitted, individual students may bring a grade appropriate guest who has been identified to the House Office in advance by name and school. All guests must have emergency contact information provided at the time of registration. When students are required to purchase tickets in advance, no student will be admitted without a ticket. Ticket numbers will be recorded and a check-off list will be used for admittance at the door.

**Time Parameters** - Students will not be admitted more than 5 minutes before the dance is scheduled to begin. Students must be picked up at the announced end time of the dance. Pick-up should be arranged in advance. A call home when the dance ends is not an acceptable arrangement for pick-up. *A student whose parent or guardian is more than 20 minutes late will not be considered eligible to attend the next grade-appropriate dance unless it is determined that there were extenuating circumstances.*

**Conduct - Contraband will be confiscated and assessed by the Burrillville Police. Acceptable dress, style of dancing, and student conduct will be at the discretion of the dance chaperones.**

**ELECTRONIC DEVICES, ETC.**- Use of electronic devices including but not limited to iPods, MP3 players, radios, video game systems, laser pointers, personal items or other toys of any kind are not allowed. **All electronic devices for pleasure purposes should not be brought into the Middle School.** If seen, they will be collected and returned to the student's parent/guardian at the discretion of the teacher, administration. Other consequences may be assigned.

Students who bring electronic devices, such as cell phones, MP3 players, iPods, iPads, personal E-readers or video game systems to school do so at their own risk. If an electronic device is stolen, families may report the theft to the police department for investigation - the school will not investigate the theft. BMS is not responsible for lost or stolen devices.

**CELLULAR PHONES** – Cell phone use is at the discretion of their immediate classroom teacher. Students are allowed to use their phones before/after school and in common areas (cafeteria, halls, locker bay). Students are NEVER allowed to take pictures or videos during school time including on the school bus.

Failure to adhere to these regulations will result in confiscation of the device. For a student's first offense, the device will be confiscated by an administrator and returned at the end of the day. For the second and each subsequent offense, the device will be confiscated by an administrator and returned only to a parent/guardian.

We strongly urge parents to not call/text or message students' cell phones/electronic devices while school is in session as it disrupts the learning environment. Since teachers are asked to take phones from students who violate the rule, parent calls create conflicts between students and their teachers. We appreciate your cooperation in this matter.

**DRESS CODE** – The school community at BMS believes that appropriate dress is important in maintaining a safe and effective school atmosphere conducive to teaching and learning. The following dress code is not meant to be restrictive, but is intended to guide students and their parent/guardian in choosing appropriate clothing to wear in school. . The following articles of clothing and/or items are not to be worn in school:

- Articles of clothing which advertises the use or sale of a controlled substance.
- Articles of clothing which contains sexually explicit/suggestive language or logos.
- Articles of clothing which represents gang affiliation.
- Articles of clothing that is transparent or reveals the midriff, back, upper thighs, cleavage, or undergarments
- Pants or shorts worn below the buttocks
- Short shorts or skirts higher than the fingertips
- Hats/hoods, bathing suits, Heelys/roller sneakers, pajamas/loungewear/slippers
- All Yoga pants, leggings and/or tights may only be worn when accompanied by a long top that fully covers the buttocks.
- Muscle shirts and tank tops must be at least 2 finger-tips in width (boys and girls). No “wife beaters”

- Articles of clothing that are too revealing such as halter-tops, tube tops, midriff tops, crop tops, spaghetti string tops, see through clothing, low cut blouses/shirts.
- Items such as heavy gauge wallets, neck or wrist chains, studded belts, wristbands or collars

All final decisions regarding Dress Code will be at the discretion of the BMS Administration. If a student is found in violation of the Dress Code, the parent/guardian may be contacted and the student may be sent home for inappropriate attire.

**ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES/ACADEMIC PROBATION (AP)** - A student who receives two or more failure notices on their Progress Report during the first, second, third or fourth quarters becomes academically ineligible and will not be permitted to participate in any extracurricular activities for the duration of the quarter. Extracurricular activities include such as all interscholastic sports, clubs, organizations and school dances.

On rare occasion and due to extraordinary circumstances, eligibility may also be restored to a student who agrees to the conditions of a study contract endorsed by the student's parents/guardians and prepared by the student's Counselor.

**Academic Ineligibility** - Students will be eligible/ ineligible based upon the following: Eligibility will be determined when grades can be verified as closed for the quarter,

- No Failures (Incompletes count as Failures until made up): Eligible for all activities for the entire quarter.
- One Failure: On Academic Probation. Students are eligible to participate in any athletics/extra-curricular activities until mid-term progress reports are issued. Students must pass ALL COURSES on the mid-term progress reports to continue to participate through the end of the quarter.
- Two Failures: Students will be ineligible to participate in any athletics/ extracurricular activities until mid-term progress reports are issued. Students must pass ALL COURSES on the mid-term progress reports to participate through the end of the quarter.
- Three or More Failures: Students will be ineligible for all athletics/extracurricular activities until grades can be verified as closed for the quarter.

**EMAIL** - All middle school students have a Gmail account. Students should be familiar with logging into their account and keeping a secure password. Students should also make a habit of checking their email regularly.

**EMERGENCY FORM** - This form is an **essential document** which ensures that the school has information necessary for the health and safety of your student. Parents/guardians are requested to update this form in every instance of a change of address, phone number, or other pertinent data. – FORM MUST BE TURNED IN DURING THE FIRST WEEK OF SCHOOL.

**EXTRA CURRICULAR ACTIVITIES** - Students are urged to participate in interscholastic sports and enrichment programs (when available) during the school year. These programs provide students with opportunities to explore and investigate topics of personal interest and to develop skills in both academics and leisure-time subject both during and after school hours. A student who demonstrates inappropriate behavior as a participant or spectator at a school dance, sports event or school wide enrichment activity may be excluded by the administration from similar events scheduled during the remainder of the school year.

A student is not allowed to attend or participate in any school event on the day he/she has been suspended. A student who has served a suspension will not be permitted to attend school dances or participate in extracurricular events for a period of 30 school days. A student with a total of 10 or more served detentions assigned by one or more of his/hers teachers or by the administration, will not be permitted to attend school dances or participate in extracurricular events for a period of 30 school days.

**EXTRA HELP** - Students are encouraged to seek extra help from their teachers whenever the need arises and whenever the teacher is available to assist the student after school. Parents/guardians are urged to address the student's academic problem in a positive and productive manner. Regular, open contacts with your student's teachers are essential. Peer tutoring is also available. A late bus is provided normally Monday through Thursday at 2:45 PM.

**FIELD TRIPS** - During the school year students will have the opportunity to participate in extended classroom activities to explore on-site topics in science, and language arts as well as in other subject areas. These field trip activities are school functions and should be considered a part of the student's school day. As a result, students are required to attend and demonstrate good behavior. Students with chronic misbehavior may be excluded from these activities. A full school day program will be provided. **A student will not be denied participation for financial reasons.** It is the practice of the Burrillville Middle School to assist parents and students who are unable to pay when a fee is indicated. Please allow us to help by informing us of the financial difficulty.

A student is expected to meet the behavior regulations set by the sponsoring teacher(s). A determination will be made beforehand on any student who the teacher(s) believes should not attend for reasons of misbehavior. In every instance, you will be notified.

Burrillville Middle school cannot allow a student to attend a field trip when the school cannot be reasonably certain that the reputation of the school and/or the safety of all students will be positively impacted by his/her behavior.

During the school year students will have the opportunity to participate in extended classroom activities to explore on-site topics in science and language arts as well as in other subject areas. These field trip activities are school functions and should be considered a part of the student's school day. As a result, students are required to attend and demonstrate good behavior. Students with chronic misbehavior may be excluded from these activities. Further, any student assigned to in-school suspension on the day of a scheduled trip will not be allowed to attend. Any student losing their privilege to attend a field trip may lose any money paid. In every instance when a student does not attend a field trip, attendance in school is mandatory. A full school day program will be provided. No students will be allowed on a field trip without the proper form filled out by a parent/guardian including insurance information. Students attending a field trip must have the approval of all their teachers.

**Students on academic probation, social suspension, and/or with excessive absences/ tardies may not be eligible to attend a field trip per administration.**

**PRE-PAID FIELD TRIPS** - The grade 8 field trip to Washington, D.C. and those which require pre-payment as early as September/October of the school year, will be offered first to those former grade 7 students who have exhibited good behavior, and who have maintained passing grades in all courses. Parents will be made aware that loss of deposit and/or partial payments may result if a grade 8 student is removed from the trip during the school year for discipline and/or academic failures that cannot be resolved prior to the trip departure date. As with all trips, a student will not be denied due to financial hardship and a good faith effort will be made by the trip advisors to offset the cost. Parents will be notified, and can appeal to BMS administration. **Note:** In cases where a student's behavior and grades have improved past the quarter 2 mid-point of grade 7, the initial trip down payment will be deferred until November of the grade 8 school year so the student can demonstrate consistent and maintained improvement to the trip's advisors.

**FIRE DRILLS, EVACUATIONS & LOCKDOWNS** - Fire drills, lockdowns and evacuation drills are conducted for everyone's protection. It is expected that all students will participate in a quiet and orderly manner and will follow the direction of staff members. Cooperation in treating these drills seriously could save a student's life. Fire exits are posted in each room. During lockdowns, all students will enter the nearest classroom and follow teacher directions.

1. When the fire alarm sounds or an evacuation is announced, all students and personnel will leave the school building.
2. Windows and corridor doors shall be closed.
3. Silence is required throughout the drill.
4. Everyone is to exit as quickly as possible, but do not run.
5. The drill should be treated as a real emergency.
6. If any exit is blocked, leave by the next closest exit.
7. Be aware of the location of fire extinguishers.
8. Directions for fire drill procedures are posted in each classroom.

**GRADING** - Grades of *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, and *D* are passing. Grades of *F* and *I* (incomplete) are not passing. Students with final course averages of *D* & *F* may enroll in summer school to earn credit for failed courses. Students with two or more final course averages of *F* may enroll in summer school for credit at the discretion of the administration.

Honor Roll status is as follows: **(High Honors - All A's) (Honors - All A's and B's)**. Honor Roll students are recognized at an Honors Assembly. Certificates are distributed.

**GUM CHEWING & EATING CANDY** is specifically prohibited as it interferes with the school program, health and maintenance procedures. Students who continue to break this rule will be considered insubordinate and a detention will be assigned.

**HALL PASSES** - A student must carry agenda with their hall pass when leaving the classroom to use the lavatories or to another destination. Teachers will determine the appropriate time for students to leave their classes.

**HALL TRAFFIC** - The bell will signal the end of the class. When it does, students should move immediately to his/her next class. There is no passing time; therefore, a student is not allowed to loiter. Loitering carries consequences as outlined in the Discipline Code. Horseplay or running in the corridors can be considered roughhousing and will not be tolerated. It is also subject to the *Discipline Code*. Loitering is a serious violation of school regulations. It is not permitted in lavatories, corridors, and on school grounds before, during and after school. School grounds include the school building, parking lot, and all areas surrounding the school property. Students will be reminded, and then warned. Repeated instances of loitering will result in an office referral.

**HARASSMENT** - (Physical, Verbal and Sexual) - (*School Committee Policy, P6434*) - Students have a right to a positive, uninterrupted school experience. The Burrillville Middle School community does not condone harassment of any type against any

individual. Harassment takes many forms and includes physical, verbal and sexual harassment. If harassed, students are requested to complete a *Student Explanation Form* as soon as possible. Be sure to contact your counselor, teacher, or school nurse immediately. Anyone involved in the act of harassment will be dealt with under due process in an appropriate manner.

Sexual harassment is particularly offensive and under no circumstance will be tolerated at the Burrillville Middle School. Sexual harassment includes, but is not limited to, the following:

- Unwelcome flirtation
- Use of sexually degrading words
- Sexual advances or propositions
- The display in school of sexually suggestive pictures
- Continual or repeated verbal abuse of a sexual nature
- Deliberate, unsolicited and unwelcome verbal comments, gestures or physical contact of a sexual nature

Parents/guardians have a special responsibility to ensure that their student understands the serious ramifications of sexual harassment. By supporting our school's efforts in providing a safe, harassment-free environment for all students, parents can become an important first line of prevention and education in regards to all types of harassment in and out of school.

**HAZING** - (*School Committee Policy, P6435*) - The Burrillville School Department shall provide an educational environment that is free of intimidation, verbal abuse, or physical abuse that is characterized as an initiation, a rite of passage, or Hazing. Hazing shall be defined as any conduct by an individual or a group that require i.e., student to perform unusual actions designed to harm or humiliate him/her or conduct by an individual or a group that victimizes a student by means of intimidation, threats, or physical harm. Reports of such conduct shall be investigated, and action shall be taken under the guidelines of the middle school's disciplinary code. The full policy can be found on the BSD website.

**HOMEWORK/INDEPENDENT WORK** - The work and activities of most courses require some outside preparation. Students may complete part of their work in school, but every course may require homework/independent work most nights. Students should plan to spend a certain amount of study time at home daily. The concept of homework should include review, study, and reading. Parents/guardians should not despair if a student has no written work. Parents/guardians should still expect him/her to spend time in review or study. Parents/guardians are encouraged to provide a study area with appropriate supplies, and to monitor the amount of home study spent by their student to help achieve academic success. Each team establishes its guidelines for homework. Parents/guardians will receive a copy of the individual homework policies during the opening days of school.

**HOSTILE ENVIRONMENT** - (*School Committee Policy P6436*) - The Burrillville School Department shall provide a learning environment that promotes and encourages an appreciation of diversity. Individual differences of students within School Department policies and procedures are to be appreciated and respected. All students can expect to learn and thrive without encountering harassment about individual differences. Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a student's self-esteem and/or ability to learn and thrive in school and at school-related activities. Prohibited activities include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests, or behaviors.

Bullying behaviors are also prohibited. Such behaviors include, but are not limited to, teasing, verbal harassment, unwanted touches, physical attacks, and/or ostracism. The full policy can be found on the BSD website.

**INDIVIDUALIZED LEARNING PLAN (ILP - WayToGoRI.com)** The Individual Learning Plan (ILP) is a personalized document that students develop with their counselors and other supportive adults to chart their progress toward their goals during each school year, to ensure they are on the path to graduation, and to determine what resources and tools they need to be prepared for a successful pathway in life after graduation.

**INSURANCE** - As a service to the student, the school makes available low-cost accident insurance. The school however, accepts no responsibility as to the coverage of the insurance and is no way connected with the company. Purchase of the insurance is optional. However, it is an inexpensive way to provide valuable coverage for your child. Details can be found on the BMS website.

**LOCKERS** - Each student will be assigned a locker by his/her homeroom teacher. The locker should be kept clean and neat at all times. Sharing of lockers with other students is not permitted. Locker privileges may be suspended at any time by a administration for good cause.

Lockers should be kept locked at all times and the combination should not be disclosed to another student. Students are instructed to keep their locker combinations confidential. *A student is financially responsible for any items or books lost or stolen from his/her locker including items that have been left in a public area and not locked in a student locker.* Any matters pertaining to lockers (including broken or damaged lockers) must be reported immediately to administration.

Students will be issued a gym locker by physical education teachers. **Student valuables should be given to the Fitness teacher for safekeeping in a locked office during the Fitness period. Under no circumstances should personal possessions be left unattended in the locker room or left on a bench or on the floor.**

Only a school authorized combination lock will be allowed in the locker room & locker bay. Locks are available to rent for a deposit of \$5 dollars (for the locker room). The deposit will be held until the student leaves BMS for another school. Students must return the rented locks and request a refund. For the locker bay, students will be issued a school lock and is required to return it at the end of the school year. If a student loses their lock, one can be replaced through the House Office for \$5. Parents/guardians are urged to stress the importance of having items secured with a lock at all times.

**LOST AND FOUND** - Students are responsible for their personal possessions. Personal property found in the middle school building should be turned in to the main office. Inquiries for lost items should be made before and after school in the main office. Lost and Found items are kept for a period of eight weeks after which time articles of clothing are donated to charity. Other articles are discarded. **A good practice is to label all personal belongings for prompt return.**

**LOSS OF PRIVILEGE/BEHAVIOR PROBATION (BP)** - The administration reserves the right to withhold privileges from students for disciplinary reasons. These privileges include, but are not limited to, participation in extracurricular activities, School wide Enrichment activities, and field trips. Students will be notified of the reasons and the duration of this loss of privilege. A student who has served a suspension will not be permitted to attend school dances or participate in extracurricular events for a period of 30 school days. A student is not allowed to attend or participate in any school event on the day he/she has been suspended.

**LOST BOOKS** - Stated simply: if a student loses a book, he/she must pay for it. Books which are covered are less likely to be lost or stolen. Parents/guardians are asked to encourage their student to pay for a lost or damaged book promptly. It serves no purpose for a parent to say that the student is "on his own." Help teach responsibility through active participation in the problem. Together, the problem can be solved and the lost or damaged book costs recovered.

**MEDIA CENTER** - Use the Media Center often. It is the heart of your middle school experience and available to the student through his/her classroom teacher.

**MEDICATION ADMINISTRATION GUIDELINES** - (*School Committee Policy P6616*) - Purpose: To safely and efficiently administer medications (prescription drugs or over-the-counter medication) to the Burrillville School Department students. Rationale: A certified school nurse/teacher (CSNT) or other registered nurse shall administer medication to student(s). This policy is aligned with the Rules & Regulations for School Health Programs (R16-21-SCHO); the Individuals with Disabilities Education Act and Section 504; the Nursing Practice Standards; and the "Medication Administration in the School Setting" position statement from the National Association of School Nurses. *The complete policy is listed below under "Policies."*

**IMMUNIZATIONS** - (*School Committee Policy 66114*) - Purpose: To protect students, families, and the community from preventable communicable diseases through proper immunization. Rationale: This Immunization Policy is in accordance with the Rules and Regulations Pertaining to Immunization and Testing for Communicable Diseases, the Center for Disease Control, and the R.I. Department of Health. All Burrillville Schools (including private schools) shall adopt, at a minimum, the standards of immunization and communicable diseases in accordance with ACIP (Advisory Committee on Immunization Practices) and AAP (American Academy of Pediatrics). *The complete school committee policy can be found on the district's website at [www.bsd-ri.net](http://www.bsd-ri.net).*

**NO-SCHOOL ANNOUNCEMENTS** - Announcements concerning the closing of school due to inclement weather will be made using *ParentLink* software, which will result in a phone call to your home, work, and/or cell. On occasion, delayed openings will be announced. School will then be dismissed at the regular time. **Information will be posted on the district website ([www.bsd-ri.net](http://www.bsd-ri.net)) and with local media providers.**

**BURRILLVILLE SCHOOL DEPARTMENT PARENT COMPLAINT PROCESS** - A parent/guardian complaint is received by administration. The complaint is presented in person, in writing or received by telephone. All complaints are taken seriously and will be addressed by a member of the Administrative Team immediately. If the concern is not resolved at the school level, the parent may forward the complaint to the Superintendent.

**PARENT CONFERENCES** - Parents/guardians are encouraged to communicate regularly with their child's teachers. If a parent would like to meet with an individual teacher, parents may arrange a time to meet with that teacher. If a parent would like to meet with their child's complete team of teachers, we encourage parents to reach out to their child's team of teachers or guidance counselor to set up a complete team meeting. A time convenient to you and the teacher(s) will be promptly arranged.

**PARENT INVOLVEMENT** - (*School Committee Policy P8241*) - The Burrillville School Committee recognizes that the social, emotional, and academic growth of Burrillville students is best supported through the shared responsibility of parents, schools, and the community. Please see the *Parent Involvement Policy* on the BSD website ([www.bsd-ri.net](http://www.bsd-ri.net)) for the full policy.

**PBIS (Positive Behavioral Interventions & Support)** - PBIS is a systems approach to preventing and responding to classroom and school discipline problems. PBIS develops school-wide systems that support staff and students in promoting appropriate behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn. PBIS is based on the 3R's - Respectful, Responsible & Ready to Learn. - Throughout the school year, students will be taught how to behave according to the 3 R's. Staff will help students learn what the three expectations mean in all areas of the school. Students who demonstrate respectful, responsible and ready-to-learn behaviors in any setting throughout the school will be acknowledged with "Mu\$tang Bucks." Students can enter their Mu\$tang Bucks into various raffles. Winners are picked monthly.

<b>IN THE HALLWAYS &amp; LOCKER BAY</b>	KEEP HANDS AND FEET TO YOURSELF TRAVEL QUIETLY TO RESPECT OTHER CLASSES WALK PLEASE & USE APPROPRIATE LANGUAGE HELP KEEP THE HALLWAYS CLEAN	GO DIRECTLY TO DESTINATION LOCK YOUR LOCKER & KEEP COMBINATION TO YOURSELF	ALWAYS CARRY YOUR AGENDA PROMPTLY RETURN TO CLASS
<b>IN THE BATHROOM</b>	HELP KEEP BATHROOMS CLEAN AND GRAFFITI FREE FLUSH!	WASH HANDS THROW PAPER TOWELS IN TRASH	RETURN PROMPTLY TO CLASS
<b>ON THE BUS</b>	KEEP HANDS AND FEET TO YOURSELF USE APPROPRIATE VOLUME & LANGUAGE KEEP BUS CLEAN AND GRAFFITI FREE	BE ON TIME STAY SEATED & FACE FORWARD KEEP FOOD AND DRINK IN BACKPACK	FOLLOW DRIVER & MONITOR'S DIRECTIONS PRACTICE BUS SAFETY
<b>IN THE CLASSROOM</b>	ALLOW TEACHERS TO TEACH ALLOW STUDENTS TO LEARN ASK BEFORE YOU BORROW & DON'T FORGET TO RETURN KINDLY GIVE AND ACCEPT FEEDBACK	TRY YOUR BEST ARRIVE ON TIME COMPLETE YOUR WORK	BRING NEEDED MATERIALS TO CLASS PARTICIPATE IN CLASSROOM ACTIVITIES AND DISCUSSIONS REMAIN ON TASK
<b>IN THE CAFETERIA</b>	ENTER AND LEAVE QUIETLY & ORDERLY STAY IN ONE SEAT THROUGHOUT LUNCH BE CONSIDERATE OF OTHERS	USE APPROPRIATE TABLE MANNERS PLEASE CLEAN YOUR AREA WHEN YOU LEAVE AND RECYCLE	STOP & LISTEN WHEN AN ADULT NEEDS YOUR ATTENTION
<b>IN THE AUDITORIUM</b>	INTERACT WHEN ASKED & LISTEN WHEN SPOKEN TO REMAIN QUIET FOR PRESENTER AND	YOU'RE YOUR APPRECIATION WITH APPLAUSE	EYES AND EARS OPEN GIVE PRESENTER FULL ATTENTION
<b>SCHOOL-WIDE AND IN THE COMMUNITY</b>	TAKE PRIDE IN YOUR BUILDING AND RESPECT SCHOOL PROPERTY FOLLOW DIRECTIONS OF ADULTS APPROPRIATE LANGUAGE AND VOLUME	RESPECT THE DIFFERENCES OF OTHERS OWN YOUR OWN ACTIONS RESOLVE CONFLICTS WITH MATURITY RECYCLE	MEET ALL SCHOOL EXPECTATIONS ALWAYS TRY YOUR BEST POSITIVE PARTICIPATION BE PREPARED

**PERSONAL PROPERTY** - A student's right to personal property is respected. Some items may be taken by a teacher or administrator for good reasons. These reasons include items found obscene or objectionable, items found to be potentially dangerous or distracting, items found to be a health or safety factor. This item will be returned either to the student or parent. **The administration reserves the right to determine inappropriate personal property.**

**PHYSICAL EDUCATION** - Physical fitness programs are part of the Middle School's total fitness program. These goals foster physical fitness, educate students on proper fitness routines, inspire confidence, develop skills, and include cooperation with others. **Students will be required to bring a change of clothes suitable for the day's activities and dress for each physical education class.** A student without gym clothes will not be able to participate in class and will be given an alternative assignment.

Excuse notes from parents, guardians or the nurse-teacher shall be honored for short terms only. For any permanent or lengthy period of time, a doctor's note is required. A date at which time the student may resume activities is required. A limiting disability which prohibits the student from participating to any degree shall be made known to the school nurse- teacher who will publish and distribute a confidential document to teachers.

For reasons of hygiene as well as freedom of movement, specifically identified gym clothing is required for physical education. Suggestions for clothing may include stretch shorts, sweat pants, warm-up suits, T-shirts, white socks. Sneakers are required. Teachers are not responsible if students forget their combination or key. Students are not allowed to keep their clothes in a gym locker if they do not have a lock. Students are not required to keep their gym clothes in the locker room. Gym clothes can be stored in regular locker and brought to and from class.

**PROGRESS REPORT INFORMATION** - In the middle of each quarter, parents will have access to a progress report through Skyward listing course updates or grades along with pertinent comments. If a parent/guardian would like a paper copy of their child's progress report, they should call the school to have a copy mailed home.

**PROMOTION CEREMONY** – A student who has earned a 65 or better in all of his/her subjects will be promoted to the next grade on the last day of school. A student who fails one or more subjects for the year, (*grades less than 65*) **will NOT attend** the promotion exercise. A student who has two failures SHOULD pass those courses in summer school to continue on to grade 9. Students who reside out of state or use a private certified tutor to remediate failed academic courses must provide BMS official grade reports by August 15th. The decision to move students to the high school for social considerations, age appropriateness or for any other reasons will be made over the summer.

**REPORT CARD INFORMATION** - At the end of each quarter students will receive a report card listing course grades along with pertinent comments. If a parent/guardian does not receive a report card, they should call the school to have a copy mailed home.

**SEARCH PROCEDURES** - The Administration retains ownership over lockers and desk space used by students. The administration has the right and duty to inspect and search students' lockers and desks if he/she has the specific knowledge from staff, other students or the police to reasonably suspect that drugs, weapons, dangerous, illegal or prohibited matter or goods stolen from staff or another students may be found therein. The administration also has the right to search a student's person if a high degree of suspicion exists that drugs, weapons, dangerous, illegal or prohibited matter or stolen goods are being concealed by the student.

Such searches will be carried out in accordance with the preservation of individual rights and an atmosphere conducive to the general safety of the student population. Should a search uncover any substance or contraband, such shall be released to the appropriate authorities or rightful owner as appropriate, and suitable disciplinary action shall be taken.

**SOCIAL MEDIA POLICY:** (*School Committee Policy P6532*) The Burrillville School Department recognizes the increasingly important role that technology plays in the educational process as well as in the personal lives of students, their families, faculty, and staff. Communication and online discourse through technology, including the use of email, chat, blogging, social networking, social media, text messaging, and the like empowers educators and students in the scope of their respective interactions. The Burrillville School Department respects the importance of this open exchange and any learning related to enhancing the educational environment. Within this context, it is important that all participants feel free to express appropriate thoughts and ideas in a manner that does not disrupt the educational process, create unnecessary distractions, or adversely impact the interpersonal relationships between students, faculty and staff. This Policy is intended to foster a thoughtful, responsible use of social networking and related technological communication tools that will minimize risk and be appropriately professional and respectful. Further, the purpose of this Policy is to protect and maintain professionalism in the workplace for all School Personnel and to avoid, wherever possible, the appearance of impropriety in School Personnel-Student and School Personnel-School Personnel relationships. *The complete policy is listed below under "Policies."*

**SPECIAL EDUCATION** – The Middle School provides a complete range of Special Education services. Information concerning Special Education may be obtained from the student's counselor, administration or by calling the Sp. Ed. Office at 568-1301.

**STUDENT GROUPING** - The middle school recognizes that each of its students experiences profound changes in intellectual, physical and social growth. To ensure student growth opportunities at various rates, homogeneous (same ability) grouping is minimal. Heterogeneous grouping (mixed ability) is favored. Students representing full ranges of ability and interest are brought together for most of their subjects.

**STUDENT HEALTH OFFICE** - If a student is not well, he/she should immediately inform the classroom teacher who will assist the student in making the decision to visit the Student Health Office. The teacher will contact the school nurse by telephone and is responsible for sending the student. Except for cases of emergency, students must have a pass from a teacher to visit the Student Health Office. The School Nurse-Teacher is available to help students with health problems that may interfere with their ability to participate in school activities. Parents are asked not to send a student to school ill. Home care is more beneficial to the child.

**SUBSTITUTE TEACHERS** - On occasion, a teacher will be absent from class. A certified substitute teacher will be provided. This teacher will follow plans left by the regular teacher. Students are expected to be respectful, follow directions, and continue with their day of learning. Disrespect or lack of cooperation from students under a substitute teacher's supervision will not be tolerated.

**SUSPENSIONS (OUT-OF-SCHOOL)** - A short term suspension is the most serious action that can be taken by the administration when conduct is of such a serious nature that it warrants immediate and appropriate action. Such a suspension is a short term removal of a student from the regular school program. The number of days of suspension, up to ten, is determined by the administration depends on the nature of the student's disciplinary record and the seriousness of the offense.

In such instances, the administration will attempt to immediately telephone the parents/guardian of the student to notify them of the suspension. A letter of suspension may also be sent. The administration will insist that the student return to school accompanied by a parent/guardian. No student may attend school functions during a suspension.

All school work may be completed after the student returns from suspension. Failure to complete work within an amount of time no greater than twice the number of days of suspension will result in a grade of zero being given for the unfinished assignments/tests. Out-of-school suspension will consist of the student remaining at home for a specific period of time as determined by the administration.

**SUSPENSION APPEALS** - Any decision made by the administration may be appealed according to the following order:

1. Principal
2. Superintendent of Schools
3. School Committee
4. Commissioner of Education

In cases of appeal by the School Committee, a copy of the record and decision will be forwarded to the State Commissioner of Education. For more information refer to the section titled *Due Process*.

**DUE PROCESS AND GRIEVANCE PROCEDURE** - The U.S. Supreme Court in the *Goss vs. Lopez* 419 U.S. 565 (1975) decision requires that, except in emergencies, students be given notice of charges against them and an opportunity provided to be heard before they are suspended from public school. Students are also entitled to certain procedural rights in accordance with the Burrillville School District Policy including the following:

1. Notice- A student will be told what rule(s) has been violated and may be given a written copy of the charge by the administration.
2. Hearing - A student will be given an explanation by the administration why she/he is believed to have violated a rule if the charges are denied. A student will be given a chance to tell his/her version of what happened to the administration. A meeting with the administration and the teacher who originated the charge may be held.
3. Appeal Process - Any student, following a disciplinary conference with the administration in the presence of a parent/guardian or student advocate in which a disciplinary action is taken, may appeal that decision in writing to the next administrative level.
  - A. If the action originated with the Assistant Principal, the first appeal will be to the Principal who will issue a decision within one day of the hearing.
  - B. If the decision of the Principal is not accepted, the student or the parent/guardian may appeal to the Superintendent of Schools who will render a decision within one day of the conclusion of the appeal's hearing.
  - C. The decision of the Superintendent may be appealed to the Burrillville School Committee within two days in writing. The decision of the School Committee may be appealed to the Commissioner of Education.

**TELEPHONE** - Students are never called to the office to receive telephone calls. A parent who wishes to contact his son/daughter should telephone the main office. Students should not plan to receive special telephone messages from relatives or friends. The telephones available in the office are for emergency purposes only and used only with the permission of an adult.

**TEXTBOOKS AND OTHER SCHOOL MATERIALS** - Textbooks, instructional materials, and equipment are provided to students by the School Department. Proper care and use should be exercised at all times. Students are responsible for any damage, beyond normal wear to textbooks and other school property. Textbooks not returned at the end of the year, whether lost or stolen, must be paid for by the student.

**TITLE IX** - Definition of Title IX of the Education Amendments of 1972: No person in the U.S. shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX requires an agency or institution for "the establishment and maintenance of a mechanism whereby students and employees may seek an end to and redress from illegal sex discrimination, including sexual harassment, and whereby the agency or institution may continually be apprised of and evaluate possible discriminatory practices and policies and develop its own strategies or programs for the correction of discrimination."

**TOBACCO, ALCOHOL/SUBSTANCE ABUSE POLICY** (*School Committee Policy P6432*): The Burrillville School Committee established a Tobacco Policy and Alcohol/Substance Abuse Policy to provide a tobacco, alcohol and other drug (prescription and nonprescription medications included) free school environment for its students, our employees, and the community at large. The School Committee feels strongly that no use of tobacco, alcohol, and other drugs should take place in any building, playing field, locker room, gymnasium, bus, parking lot, or other areas designated as school property, whether owned, leased or rented, or at any school related function. - *The complete policy is listed below under "Policies."*

**WEBSITE (BSD District & BMS School Website)** - The BSD website [www.bsd-ri.net](http://www.bsd-ri.net) and BMS website <http://bms.bsd-ri.net/> is a great tool for students and parents to find information. Most teams have their own page with updated daily with important information and current homework due. Parents will find it helpful to read the weekly announcements, Principal's Blog, School Newsletters and important forms and paperwork.

## DISCIPLINE

**DISCIPLINE CODE - ADMINISTRATIVE PRACTICES** - The administration have been authorized by the Burrillville School Committee to implement a system of progressive discipline with students who violate the Discipline Code.

A teacher who assigns after-school detention to one of his/her students will provide the student with verbal notice of what classroom rule(s) has been violated. Unless other scheduling arrangements have been approved between the teacher and the parent/guardian, the student is expected to serve his/her detention either the day received or after school the next day. Multiple hours of detention must be served in consecutive days unless other arrangements have been approved by administration.

The severity and the frequency of offenses shall be the criteria on which judgments are made by a teacher, or administration.. Other violations listed or not listed here may qualify as violations for which detentions/suspension will be assigned. Any student and his/her parent(s) or guardian may appeal detention/suspension received first to the superintendent of schools and finally to the School Committee.

A digital discipline file, separate from the academic file, will be maintained for every student in Skyward. The file will contain discipline referrals and absence excuse notes from parents/guardians and physicians. The file may be reviewed by a parent/guardian upon request or Advocate in the company of a school employee if written permission has been granted by the parent/guardian.

**BEHAVIORS VIOLATING THE DISCIPLINE CODE:** The following behaviors as violations of the BMS Discipline Code and may be subject to disciplinary consequences.

- **Assault (6405a):** Striking with intent to harm and/or causing bodily injury to another student, member of the faculty/staff.
- **Abusive/Vulgar Language:** Addressing another student using abusive/vulgar/inappropriate language.
- **Addressing a member of the faculty/staff with an abusive/vulgar/disrespectful/insubordinate comment.**
- **Bullying (P6437a):** shall be defined as any intentional conduct by an individual or a group of any age that is perceived as threatening or designed to instill fear.
- **Dangerous Items:** Possession and/or use of matches, lighters, fireworks, knives, firearms, sharp implements, billy clubs, brass knuckles, or other items with the potential of inflicting bodily harm.
- **Disorderly Conduct:** If a person intentionally, knowingly, or recklessly engages in fights or directs at another person offensive words or threats, which are likely to provoke a violent reaction on the part of an average person. This includes encouraging or instigating an altercation or interfering with the ability of a staff member to get to or break up a fight. **Note: Serious fights may result in immediate suspension.**
- **False Alarm:** Participating in and/or causing a false alarm such as: fire, bomb threat, 911 calls, etc.
- **Food Deliveries:** Students may not accept deliveries of food or drink at school at any point during the day.
- **Forgery:** Signing another person's name and/or altering a school document
- **Gambling:** Participating in any form of gambling for monetary gain such as card games, throwing die, lotteries, electronic games of chance, etc.
- **Harassment (Physical, Verbal, Sexual, or Written) (P6434a-c)** Harassment takes many forms and includes physical, verbal, sexual and/or written harassment regarding a person's race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests or behaviors. When such conduct substantially interferes with a student's performance or an intimidating, bullying, hostile, or offensive environment is created, it will be deemed harassment. If harassed, students should immediately notify a counselor, teacher and/or administrator.
- **Sexual Harassment (P6434a-c)** \*Unwelcome flirtation \*Sexual advances or propositions \*Continual or repeated verbal abuse of a sexual nature. \*Use of sexually degrading words \*The display in school of sexually suggestive pictures \*Deliberate unsolicited and unwelcome verbal comments, gestures or physical contact of a sexual nature
- **Hazing (P6435)** shall be defined as any conduct by an individual or a group that require i.e., student to perform unusual actions designed to harm or humiliate him/her or conduct by an individual or group that victimizes a student by means of intimidation, threats, or physical harm.
- **Hostile Environment (P6436):** The Burrillville School Department shall provide a learning environment that promotes and encourages appreciation of diversity. Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a student's self-esteem and/or ability to learn and thrive in school and at school-related activities. Prohibited activities include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests, or behaviors.
- **Inappropriate Clothing:** Refer to Dress Code section above
- **Inappropriate Physical Contact:** Making physical contact with another student with or without malicious intent (roughhousing, running, pushing, shoving, displays of personal affection, etc.)
- **Insubordination:** Refusing to comply with a reasonable request from a teacher, staff member or administration.

- **Leaving the Building Without Permission**
- **Loitering:** Loitering on school property before/after school hours or during school without a corridor/destination pass.
- **Out-of-Location:** Students arriving more than five minutes late to class or loitering out-of-location on school grounds before/after advisory, between classes, studies or lunch periods
- **Plagiarism:** The use of others' words and ideas as if they were one's own. Copying from another student's paper, utilizing written material directly from a resource without proper credit, or otherwise involved in cheating.
- **Skipping Class**
- **Skipping Teacher Assigned Detention**
- **Skipping Office Assigned Detention**
- **Stealing/Selling Stolen Property:** Taking without permission or knowingly accepting for sale property belonging to another person. Offering for sale property belonging to another person.
- **Transfer/Possession of a Controlled Substance to Another Person (P6405a):** Having in one's possession, distributing or transferring a controlled substance to another person. Controlled substances include but are not limited to tobacco (R.I. Gen Laws Ch. 23-20. 9-5 & P6431), alcohol (P6432), marijuana, prescription drugs, toxic vapors, etc. or any illegal or harmful substance.
- **Threats with Intent to do bodily harm - *Threatening the health, safety, and/or property of another student or a member of the faculty/staff.***
- **Vandalism:** Willful destruction or damage to school property or the property of another person.

**ZERO TOLERANCE** (*School Committee Policy P6405a-b*) Burrillville Middle School is committed to providing a school environment that is safe, nurturing and conducive to learning. There are behaviors deemed unacceptable which require the strictest disciplinary action. These include actions which jeopardize the health, safety and well-being of others. Often, these offenses also merit police and court action due to the serious nature of the offense. Burrillville Middle School has "Zero Tolerance" for such behavior and will take immediate and forceful action to provide a safe environment that is conducive to effective teaching and learning.

**Zero Tolerance offenses include but are not limited to:**

- Fighting/assault/violent behavior
- Bomb threat
- Vandalism/graffiti
- Weapon possession
- Arson
- Hate crime
- Trespassing
- Use/possession/under the influence of alcohol on school property or at any school sponsored activity
- Use/possession/under the influence of illicit drugs and/or possession of drug paraphernalia on school property or at any school sponsored activity

**Violation of the Zero Tolerance Policy** - Violations of this policy can and most often will result will result in the some legal and/or disciplinary action. In all cases involving weapons, assault, alcohol, or other substances as defined above, local police shall be called and appropriate reports filed. All confiscated materials shall be turned over to the police department for potential legal action.

**Violators of BMS Zero Tolerance policy will be subject to some or all of the following disciplinary actions:**

- Suspension/possible expulsion from school
- Parent meetings and actions to be determined
- Mandatory appropriate counseling (in and outside of school)
- Loss of athletic/extracurricular privileges
- Involvement of legal authorities

**PROGRESSIVE DISCIPLINE** The administration is authorized by the Burrillville School Committee to implement a system of progressive discipline that encourages parent/guardian support and relies on increasing the severity of consequences according to the seriousness and/or frequency of the behavior/concern.

**Consequences utilized by teachers and administrations in isolation or in various combinations are:**

- Conference with student and teacher
- Conference with student, parent/guardian and teacher
- Conference with student and administrator
- Conference with student, parent/guardian, teacher and administrator
- Teacher detention (s)
- Office detention(s)

- Saturday School (s)
- Confiscation of inappropriate items
- Change or covering of inappropriate clothing
- Out-of-school suspension (1 to 10 days)
- Loss of privileges
- Charged in Family Court with Disruption of School or Truancy
- Recommendation to school committee for a long term suspension or to expel

**OFFICE DETENTION** - After school detention is held from 2:00 PM until 2:55 PM on Monday through Thursday. Students are expected to bring enough study materials with them to remain constructively occupied for the entire time. If there is a conflict with the assigned detention, it is the student's responsibility to notify the Teacher or Administrator in writing of the day that they will make it up. Failure to attend an Office Detention could result in multiple detentions and/or Saturday School Assignment.

**SATURDAY SCHOOL** - Saturday School is scheduled from 8:00 Am to 11:00 AM. This program is designed to provide consequences for disciplinary, academic and attendance problems and to encourage proper behavior in the regular middle school setting. It will be the student's responsibility to come with 3 hours of academic work. A parent/guardian will be notified of the Saturday school assignment no later than the Friday before the assigned Saturday school. Students have religious or family obligations must make alternative disciplinary obligations with the administration. Students who fail to attend their assigned Saturday school may be suspended from school, and required to return with a parent/ guardian.

## POLICIES

**Anti-Bullying, Teen Dating Violence, and Sexual Violence** - (*School Committee Policy P6437*) Bullying, Teen Dating Violence, and Sexual Violence is prohibited in the public schools of Burrillville, RI [R.I.G.L. §§ 16-21-26, 16-21-30] Bullying, Teen Dating Violence, and Sexual Violence disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. All students have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and bullying.

It is the policy of the Burrillville Public Schools that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, or color will be tolerated may also be punishable under the Burrillville School District Harassment Policy, and that the victim also has the option of proceeding under that harassment policy.

**General Definitions:** Harassment, intimidation, or bullying means intentional written, verbal, electronic, or physical act or threat of an act or threat of a physical act that is under a totality of the circumstances a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property or is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational experience for a student.

**Definition of Bullying:** 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 group of students maliciously spread rumors about another student

**Definition of Cyberbullying:** Cyberbullying is the use of modern communication technologies and online forums (such as instant messaging, text messaging, blogs, email, chat rooms, and social networks) to embarrass, humiliate, threaten, or intimidate an individual in the attempt to gain power and control over them.

**Dating Violence:** Dating violence is a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his/her dating partner.

**Sexual Assault:** Sexual Assault includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include intentional touching of someone in ways that are unwanted, voyeurism, exposure to exhibitionism, undesired exposure to pornography, or public display of images that were taken in a private context or when the victim was unaware.

**At School:** In the context of these regulations, the phrase at school includes the following places and situations:

- In any location of the school (classroom, lavatory, locker room, gymnasium, etc.)
- Anywhere on school property
- On a school bus or other school vehicle
- At school bus stops
- While students are walking to or from school
- At any school-sponsored activity or event, whether or not held on school premises.

**Disciplinary Sanctions:** As a school community, we believe in progressive discipline to educate our students. Repeated offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Disciplinary sanctions for bullying, teen dating violence, and sexual violence 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 additional community/school service	Classroom exclusion
Admonitions, warnings, and counseling	
Short-term (10 or fewer days) school suspension or long-term suspension (suspension of more than 10 days)	

**Reporting Procedures:** Burrillville Public Schools shall establish a procedure for reporting, filing and acting upon reports of incidents of bullying, teen dating violence, and sexual violence. The procedure will be publicized to staff, parents, students, and volunteers. The persons responsible for reporting are:

- The victim
- Anyone who witnessed any act covered by this policy
- Anyone with credible information that an act covered by this policy is or has taken place

*Anonymous Bullying Complaint form can be found on the BMS website. Complaint forms can also be found throughout BMS including the counseling center and administration offices.. Reports should be made to adults within the school system.*

**Responsibility of Students:** Students who observe any act covered by this policy or have reasonable grounds to believe an act is taking or has taken place in violation of the policy are obligated to report the incident to school authorities. Failure to do so may result in disciplinary action. The victim of the bullying shall however, not be subject to discipline for failure to report the bullying.

## **Computer and Network Acceptable Use Policy**

**I – INTRODUCTION** - The "information superhighway" is a reality. From school or home computer you can travel all over the world to gather information. The Network is a vast collection of computers and users that have the ability to share information. Each computer that is connected then becomes part of this global network, allowing individuals to send and receive a wealth of multimedia resources quite easily. Network use enables teachers to bring experts right into the classroom, offering tremendous educational advantages.

**II - TERMS AND CONDITIONS** - The "Network" shall be used to describe the Internet (World Wide Web), The LAN (Local Area Network) and the WAN (Wide Area Network) contained in and for the use of the Burrillville School District and any of its facilities.

This policy is designed to facilitate and set guidelines for exploring and using the network as a tool for learning. In making decisions regarding student access to the Network, the Burrillville School Department considers its own stated educational mission, goals and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Network enables students to explore thousands of libraries, databases, bulletin boards and other global resources.

Students wishing to utilize Burrillville School Department provided Network access must first have the written permission of a parent or guardian. Students will also need the permission of and must be supervised by a member of the Burrillville School Department professional staff. Students utilizing school-provided Network access are expected to act as responsibly on-line as they are in a classroom or other area of the school.

The purpose of Burrillville School Department-provided Network access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Burrillville School Department. Access is a privilege, not a right. Access entails responsibility. Any computer or network storage areas will be treated like school lockers. Network administrators may review files, communications and Network sites visited to maintain system integrity and to insure that users are responsible in using the system. All users should not expect that files stored on Burrillville School Department servers would be private.

**III - COMPUTER AND NETWORK ACCEPTABLE USE** - The Burrillville School Department is pleased to offer its students access to the Network. The Network is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Network is a tool for lifelong learning.

Families should be aware that some material accessible via the Network might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Network, which could result in, unwanted financial obligations for which a student's parent or guardian would be liable.

While the Burrillville School District's intent is to make Network access available in order to further educational goals and objectives, students may find ways to access other materials as well. Should the Burrillville School Department institute technical methods or systems to regulate students' Network access, those methods could not guarantee compliance with the Burrillville School Department's acceptable use policy.

That notwithstanding, the Burrillville School Department believes that the benefits to students of access to the Network exceeds any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Therefore, use of the network facilities of the Burrillville School Department will be permitted upon agreement of the following:

- *Network use will reflect educational purposes consistent with the policies and objectives of the Burrillville School Department.*
- *The network will not be used in ways that are potentially harmful to oneself or others. Personal data, including, but not limited to: addresses, phone numbers, and financial information shall not be included in network communication or the posting of anonymous messages.*
- *Network accounts shall be used by only the authorized owner of the account. No attempt to gain unauthorized access to accounts on the Network is permitted.*
- *Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. "hacking" is prohibited.*
- *Use of Network games, MUDs (Multi User Dungeons), and IRCs (Network Relay Chats) is not allowed.*
- *Transmission of any material in violation of any local, state, or federal law is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene, pornographic, or sexually explicit material, or material protected by trade secrets.*
- *Permission for network access is at the discretion of staff members and/or supervising teachers. Consideration of others while on the computer network is expected. Immediately report any problems or breaches of Network policies to the supervising staff member.*
- *Passwords must be kept private and should be changed frequently.*
- *Network use for commercial purposes, financial gain, personal business, product advertisement, or political lobby (including student body elections) is prohibited.*
- *To disrupt and/or degrade computer networks, supporting equipment, or information available on them, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information on networks will be viewed as criminal activity under applicable state and federal law.*

**IV – VANDALISM** - Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. "Computer viruses" are programs that have been developed as pranks and can destroy valuable programs and data and are considered vandalism.

Due to the complexity and cost of technology within the Burrillville School Department, when any student act of vandalism results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student and/or parent/guardian. Any vandalism will result in loss of network privileges, disciplinary action, and/or possible legal referral.

Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

If parental permission is given, the student agrees to abide by the terms of the Burrillville School Department Acceptable Use Policy. If parental permission is not secured or denied, it is the responsibility of the student to refrain from accessing the Network in accordance with his/her parent/guardian wishes.

Students who access the Burrillville School Department-provided Network without parent/guardian and/or teacher permission or students who have permission and allow other students to access who do not have parent/guardian and/or teacher permission will be subject to disciplinary action as outlined above.

The Burrillville School Department makes no warranties of any kind, neither expressed nor implied, for the Network access it is providing. The Burrillville School Department will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in service.

The Burrillville School Department will not be responsible for the accuracy, nature, or quality of information stored on Burrillville School Department diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through Burrillville School Department-provided Network access. The Burrillville School Department will not be responsible for personal property used to access Burrillville School Department computers or networks or for Burrillville School Department-provided Network access. The Burrillville School Department will not be responsible for unauthorized financial obligations resulting from Burrillville School Department-provided access to the Network.

**NOTICE:** This policy and all its provisions are subordinate to local, state and federal statutes.

**MEDICATION ADMINISTRATION GUIDELINES** - *(School Committee Policy P6616)* Purpose: To safely and efficiently administer medications (prescription drugs or over-the-counter medication) to the Burrillville School Department students. **Rationale:** A certified school nurse/teacher (CSNT) or other registered nurse shall administer medication to student(s). This policy is aligned with the Rules & Regulations for School Health Programs (R16-21-SCHO; the Individuals with Disabilities Education Act and Section 504; the Nursing Practice Standards; and the "Medication Administration in the School Setting" position statement from the National Association of School Nurses.

In order to systemize and safely administer FDA approved, prescribed medications to the Burrillville Public School students, the following procedures shall be followed:

- 1) If it is necessary to administer medication at school, it is required that the CSNT be presented with a written health care provider order that is renewed annually, including:
  - a. Name of medication
  - b. Dosage to be administered
  - c. Time to be given (a one hour window of administration is allowed unless specifically ordered otherwise)
  - d. Duration
  - e. Reason for medication
  - f. An indication if the student can self-carry on school sponsored field trip (see #14)
  - g. Medication bottle is to be **current** with the student's correct name. The container must match the doctor's orders for the above information (a-c)
- 2) All oral medications are counted by the CSNT with a witness upon arrival. The number of pills counted is entered in the corner of the appropriate block on the medication record.
- 3) All medications are stored in a locked cabinet. Only authorized personnel have access to keys (CSNT and principal).
- 4) Sharps containers are in close proximity for any IM or SC medication administration or lancets.
- 5) The student must be properly identified prior to administering his/her medication. The student must state his/her name. School personnel that is knowledgeable can identify student. A photograph of said child may be attached to prescription to further identify child.
- 6) The medication bottle is checked three times: when removing medication from cabinet, when taking the drug from the bottle, and when returning it to its proper place in cabinet.
- 7) All medication administered by the CSNT shall be documented on the standard medication administration record at the time of administration. The medication administration sheets and the original health care provider orders are saved in the student's health record at the end of each school year or when the medication is discontinued.
- 8) Discontinued medication orders are highlighted with a yellow highlighter on the medication administration record. If a new order from a health care provider is sent then a new medication record will be completed (this includes change of dose).
- 9) If a medication is discontinued or child has changed school placement, the parent is notified to pick up the unused medication bottle. If the parent does not pick up medication by the end of the school year, the medication is counted (with a witness) and destroyed (remove med from its original container and mix them with an undesirable substance such as used coffee grounds and place in bag for disposal, as per FDA. Record this action on back of medication sheet or on health record log notes.
- 10) A student may deliver his/her own prescribed inhaler if needed. A student may not deliver or store any medications on his or her person at any time unless permission to carry is given by parent, physician, and CSNT for emergency medications such as inhalers or epipens.
- 11) No lay person, other than the parent, shall administer medication to a student in the school setting. Exceptions: inhalers and epipens (R16-21- SCHO; Sec. 18.1, 20.14).
- 12) Emergency medications such as the epipen must be administered according to the emergency health plan that accompanies the epipen. Lay persons may only give the epipen to a "medically identified student". The CSNT may give the epipen to those students medically identified and to those that show symptoms of anaphylaxis per house doctor's orders.
- 13) Acetaminophen and ibuprofen may be given with parent verbal permission or written permission. After verbal permission the CSNT will give the student a parent permission form to sign for further administration in the future as needed. Acetaminophen and ibuprofen will be given according to age and weight. Albuterol 0.083% inhalation solution may be given for known asthmatics or to someone who is under respiratory distress, i.e., wheezing. These and other

over the counter (OTC) medications may be given according to house doctor's orders. OTC medications and albuterol will be documented in student's log or medication administration sheet.

- 14) Field Trips: In order to accommodate the student's need for medication on field trips, the following options are available:
  - a. The parent may accompany the child and administer the medication.
  - b. Students may be allowed to self-carry and self-administer a one dose supply of controlled medication during an off-site school activity with the parent's/health care provider's authorization. Parent must supply the said medication and shall be stored in its original prescription-labeled container.
- 15) Medication Errors: In case of a medication error by the CSNT, a "Medication Error Incident Report" (see attached) must be completed and forwarded to the building Principal and Director of Pupil Personnel.

**SOCIAL MEDIA POLICY:** (*School Committee Policy P6532*) The Burrillville School Department recognizes the increasingly important role that technology plays in the educational process as well as in the personal lives of students, their families, faculty, and staff. Communication and online discourse through technology, including the use of email, chat, blogging, social networking, social media, text messaging, and the like empowers educators and students in the scope of their respective interactions. The Burrillville School Department respects the importance of this open exchange and any learning related to enhancing the educational environment. Within this context, it is important that all participants feel free to express appropriate thoughts and ideas in a manner that does not disrupt the educational process, create unnecessary distractions, or adversely impact the interpersonal relationships between students, faculty and staff. This Policy is intended to foster a thoughtful, responsible use of social networking and related technological communication tools that will minimize risk and be appropriately professional and respectful. Further, the purpose of this Policy is to protect and maintain professionalism in the workplace for all School Personnel and to avoid, wherever possible, the appearance of impropriety in School Personnel-Student and School Personnel-School Personnel relationships.

**Best Practice Guidelines:** Because technology and social networking services are dynamic and evolve quickly by nature, the Burrillville School Department has assembled "best practice" guidelines to help School personnel use these communication tools effectively, protect professional and personal relationships, safeguard student information, and follow district policies. The keys to success in using social networking, social media, and other communication tools are for; School Personnel and Students to be transparent and honest about their identities when using these communication tools; be thoughtful prior to composing a message or post; be respectful of the people and issues involved in any communication.

**Be transparent:** School Personnel should always be honest and transparent about their identity. If they are representing the Burrillville School Department using an online service, social network or communication tool, it should be clearly stated. If they choose to post about the Department or their School on their personal time, they should identify themselves as a Burrillville faculty or staff member.

**Be accurate:** Make sure of all the facts before preparing a post. Cite and link sources whenever possible. It's better to research and verify information with a source first than to have to post a correction or retraction later.

**Respect copyright:** Understanding copyright and fair use laws in regard to posting or publishing protected content is the responsibility of School Personnel. It is good practice to reference sources by linking to them in any corresponding posts or messages.

**Use good ethical and professional judgment:** School Personnel should always consider the professional image they wish to convey on behalf of the Burrillville School Department when using communication tools and social networks. Students should also consider the image and reputation they wish to convey when using these services and tools.

**Understand online privacy:** It's important for everyone to understand that there is no such thing as a completely private online service or social network. Posts, messages, and comments that appear to be private can easily be copied and forwarded by other users. Most posted information is archived by online services and may be able to be found using search engines many years into the future. An easy analogy is to consider any information posted or sent via the Internet as similar to a post card sent via the postal service. The information is visible to many people at numerous points during its travels.

**Maintain confidentiality:** Do not post confidential or proprietary information about the Burrillville School Department, its students, its faculty or staff. Do not use online tools or social networks to discuss situations that identify specific individuals. Consider the privacy of students and School Personnel and avoid posting identifiable information, photos, or videos without permission.

**Respect Burrillville School Department time and property:** Burrillville School Department technology equipment and School Personnel work time are to be used for Department related business. Maintaining personal sites should be done on employees' own time using non-Burrillville equipment and systems.

**Protect your own identity:** While being transparent is important, do not provide personal information that malicious services or identity thieves could use. School Personnel and students alike need to be aware that posting or sharing addresses, telephone numbers, or e-mail addresses can expose this information to the public.

**Review your profiles:** Most social networks and social media services create a "profile" for each member that lists a wide variety of information about the member. It's crucial that School Personnel and students that use any of these services regularly review their various profiles and make sure the profiles don't contain any information that is inappropriate, should not be public, or conflicts with their professional and ethical judgment.

**Monitor comments and responses:** Many social networks and social media services support discussion through comments - commenting builds community, strengthens credibility, and encourages discourse. However, School Personnel should configure the services within their social networks, social media services or blogs so that comments and responses must be reviewed and approved before they appear (i.e. turn on comment moderation). This can help to prevent inappropriate comments and responses from being published.

**Keep records of communications:** If School Personnel are using social networking sites, social media services, text messaging, or other communication tools to conduct School Department business; it is strongly recommended that records are kept of these communications. These records can help protect School Personnel in the event of a complaint or a reported incident.

**Policy Guidelines:** No student, employee, faculty or staff member of the Burrillville School Department ("School Personnel") shall post, forward, or otherwise disseminate any data, documents, photos, images, videos, or other information using any technology medium, including, but not limited to, social networking websites or services, which might result in a disruption of classroom activity or the educational process. Fraternalization, including, but not limited to, stalking, sexual harassment, and other objectively inappropriate behavior enabled by a position of authority, via the Internet, instant messaging, text messaging, or otherwise between School Personnel and students (whether by mobile telephone, computer, or other communication medium) is prohibited. Students are prohibited from engaging in stalking, sexual harassment, bullying, and other objectively inappropriate behavior among and/or between fellow Students, via the Internet, instant messaging, text

messaging, or otherwise (whether by mobile telephone, computer, or other communication medium). Any violation of this policy by School Personnel will be subject to those disciplinary sanctions included in the Collective Bargaining Agreement applicable to said Personnel. Any violation of this policy by Students will be subject to those disciplinary sanctions included in the Student Handbook. Nothing in this policy prohibits School Personnel or students from using educational websites and services or the Burrillville School Department's websites and services. These sites are used solely for educational purposes.

**Tobacco, Alcohol/Substance Abuse Policy (P6432):** The Burrillville School Committee established a Tobacco Policy and Alcohol/Substance Abuse Policy to provide a tobacco, alcohol and other drug (prescription and nonprescription medications included) free school environment for its students, our employees, and the community at large. The School Committee feels strongly that no use of tobacco, alcohol, and other drugs should take place in any building, playing field, locker room, gymnasium, bus, parking lot, or other areas designated as school property, whether owned, leased or rented, or at any school related function.

**The policy includes, but is not limited to, any and all equipment and/or devices that can be used to smoke, inhale or ingest a potentially harmful substance including nicotine or nicotine substitutes.**

The purpose of these enforcement regulations is to prohibit the use, transfer, or being under the influence of tobacco, alcohol or other drugs (prescription and/or nonprescription medications without authorization of a physician are included).

Using, transferring, and/or being under the influence of any such tobacco, alcohol or other drugs is hereby prohibited. Non-students are at all times prohibited from use or transfer of tobacco products.

This prohibition includes school and non-school events held on school property, 24 hours per day, 7 days per week, by any person, student, employee, or guest of the school department. The school nurse/teacher is authorized to dispense medication when needed by a student.

*Controlled substances – as defined or referred to in R. I. C. L. SS21.2 & 102-2.09*  
*Alcohol beverage – as defined or referred to in R.I.C.LSS3-1-1*

*Tobacco (product use) - as defined or referred to in REG.L.SS23-20-9-4 (4)*  
*Alcohol intoxicating beverage – as defined or referred to in RLG.L. 53-1-1*

**Student Penalties** - Possession or Being under the Influence of Tobacco, Alcohol or Controlled Substances as Defined by Rhode Island State Law

**First Offense:** A student found to have possessed, or been under the influence of tobacco, alcohol and/or other drugs (prescription and/or nonprescription medications without authorization from a physician), or other controlled substances as defined by Rhode Island law, will be suspended out-of-school for ten (10) school days, and a 10-day exclusion from participating in extracurricular activities will be imposed immediately upon the student's return to school. The Burrillville Police Department will be asked to assist the Principal in investigating all cases involving alcohol or drug abuse. The administration will attempt to immediately contact by telephone the student's parent/guardian. A letter will be mailed to the student's home address asking be mailed to the student's home address asking the parent/guardian to meet with the administration within the next five (5) school days if contact by phone is not made.

During the conference, the administration will offer the student a referral to counseling services offered by the Student Assistance Counselor in lieu of any remaining days of suspension. If the referral is agreeable to the parent/guardian and the student promises to cooperate with the Student Assistance Counselor, and the student agrees to perform six (6) hours of community service approved by the administration, then the student will be immediately readmitted to school. A student who does not complete his/her community service obligation within the time schedule established by the Student Assistance Counselor, will be suspended out-of-school for the remaining days of his/her original suspension.

**Second Offense:** A student who has violated these policies for a second time will be suspended out-of-school for ten (10) days, and a 20-day exclusion from participating in extracurricular activities will be imposed immediately upon the student's return to school. A letter will be mailed to the student's home address asking the parent/guardian to meet with the administration and the Student Assistance Counselor within the next five (5) school days if contact by phone is not made. If the subsequent meeting is held within the next five (5) days, the student's suspension will automatically be reduced to five (5) school days. During the meeting the administration will offer the student and his/her parents a referral to counseling services offered by the Student Assistance Counselor in lieu of any remaining days.

If the parent/guardian agrees to participate with his/her son/daughter in a program of intervention offered during the school day by the Student Assistance Counselor and the student agrees to perform eight (8) hours of community service approved by the principal or designee, and student and parents/guardians agree to referral to the Burrillville Juvenile Hearing Board, then the student will be immediately readmitted to school. A student who does not complete his/her community service obligation within the time schedule established by the Student Assistance Counselor, will be suspended out-of-school for the remaining days of his/her original suspension.

**Third Offense:** A student who has violated these policies for a third time will be suspended out-of-school for ten (10) days, and a 30-day exclusion from participating in extracurricular activities will be imposed immediately upon the student's return to school.

**Transfer of a Controlled Substance to Another Person** - First Offense: A student found for the first time to have distributed or transferred to another person alcohol, tobacco, prescription and/or nonprescription medications, or other controlled substance as defined by Rhode Island law, will be suspended out-of-school for ten (10) school days, and a 30-day suspension from participating in extracurricular activities will be imposed immediately upon the student's return to school. The Burrillville Police Department will be asked to assist the administration in investigating all cases involving the distribution or transfer of either alcohol or other controlled substances. The administration will attempt to immediately contact by telephone the student's parent/guardian. A letter will be mailed to the student's home address asking the parent/guardian to meet with the administration within the next (5) school days if contact by phone is not made.

During the meeting to be held before the student is readmitted to school, the administration will offer the student a referral to counseling services offered by the Student Assistance Counselor. If the referral is agreeable to the parent/guardian and the student promises to cooperate with the Student Assistance Counselor, and the student agrees to perform eight (8) hours of community service approved by the administration, then the student will be immediately readmitted to school. A student who does not complete his/her community service obligation within the time schedule established by the Student Assistance Counselor, will be suspended out-of-school for the remaining days of his/her original suspension.

Second Offense: A student found for the second time to have distributed or transferred to another person alcohol, tobacco, prescription and/or nonprescription medications, or other controlled substances will be suspended out-of-school for ten (10) school days, and a 30-day exclusion from participating in extracurricular activities will be imposed immediately upon the student's return to school.

**BURRILLVILLE SCHOOL COMMITTEE**

*Mark Brizard, Chairperson*

*John M. Karmozyn, Vice-Chairperson*

*Sylvia St. Pierre, Clerk*

*Dorothy Cardon, Alexandra LeClair, Joshua Tessier & Donison Allen*

**BURRILLVILLE MIDDLE SCHOOL ADMINISTRATION**

*Kathryn J. Lord, Principal*

*Raechel M. Robidoux, Assistant Principal*

**FACULTY**

**Grade 6 Smith Team**

Mrs. Mary Lee Voelz, English  
Mr. Kyle Wilson, Math  
Mrs. Carol Abruzzi, Science  
Mrs. Louise Boucher, Social Studies

**Grade 7 Greene Team**

Mrs. Lisa Coulombe, English  
Mrs. Karen Hundley, Math  
Mrs. Sue Stevens, Science  
Ms. Kara Campbell, Social Studies

**Grade 8 Burrill Team**

Mrs. Diane DeBlois, English  
Mrs. Roberta Bart, Math  
Mrs. Melissa Pereira, Science  
Mr. Steven Muccino, Social Studies

**Special Education**

Mrs. Gina Aceto  
Mrs. Kellie Keens  
Mrs. Helen Pereira, Life Skills  
Mrs. Heather Ray, TCIT  
Mrs. Terry Robinson  
Mrs. Amy Tavares  
Mr. Eric Tupper

**Counselors / Student Health**

Mrs. Pamela Connors, Guidance Counselor -  
*Teams 6 Smith, 7 Mowry & 8 Mowry*  
Mrs. Mandy LeComte, School Social Worker  
(Wednesdays & Thursdays)  
Mr. Robert DeLellis, Guidance Counselor –  
*Teams 6 Nipmuc, 7 Greene & 8 Burrill*  
Mrs. Alyson Doumato, School Psychologist  
Mrs. Jennifer Poisson, School-Nurse Teacher  
Mrs. Janet McLinden, Student Assistance Counselor  
(Tuesdays & Wednesdays)  
Michelle Stanley, Speech & Language Pathologist

**Grade 6 Nipmuc Team**

Mrs. Laura Pichie, English  
Mr. Jay Brochu, Math  
Mrs. Patricia Lapierre, Science  
Mrs. Linda Belanger, Social Studies

**Grade 7 Mowry Team**

**Ms. Kristina Droic, English**  
Mrs. Sara Pine, Math  
Mrs. Rachel Goosmann, Science  
Mrs. Lauren Leonti, Social Studies

**Grade 8 Mowry Team**

Mrs. Ashleigh May, English  
Mrs. Marissa Taibi, English  
Mrs. Colette Gagnon, Math  
Mr. Michael Meehen, Science  
Mr. Peter Godfrin, Social Studies

**Reading / Literacy Specialist**

Mrs. Laury Cornell

**Exploratory**

Mrs. Rosanna Cavanaugh, Choral Director  
Mr. Garrett Campbell, Band Director  
Mrs. Diane Lebrun, Media Center Specialist  
Mr. George Grace, Art  
Mr. Steve Pickering, Fitness  
Ms. Donna Roderick, Fitness  
Mr. Kyle Rose, Technology Education  
Mr. Michael Coggeshall, Technology Education  
TBA, Technology Education  
Mr. Ryan Zilly, Fitness/Wellness  
Mrs. Ana Maria Zins, Spanish

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teacher email addresses, individual websites  
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