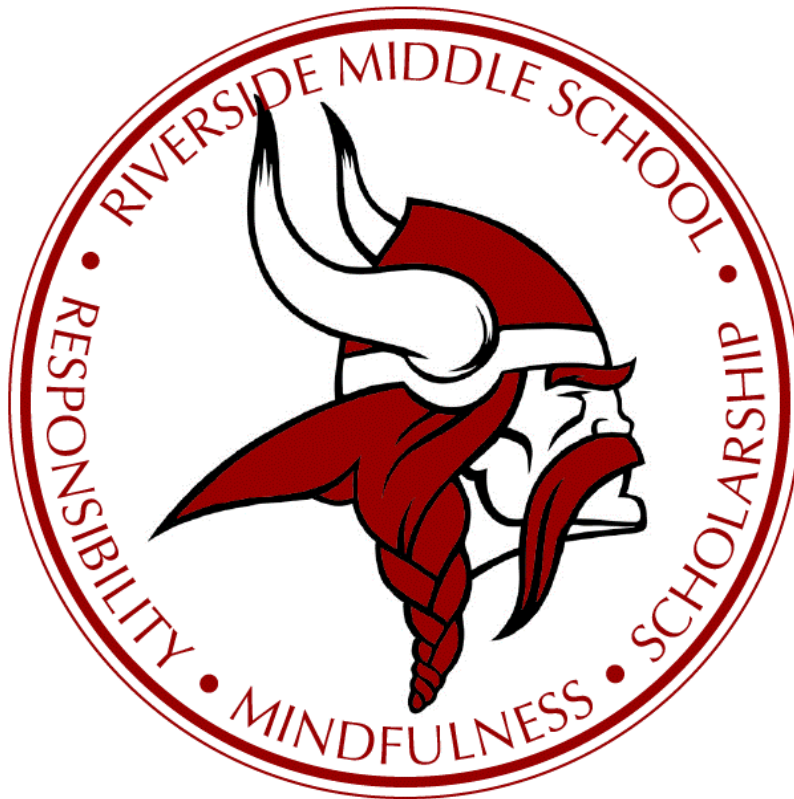


Riverside Middle School Student Handbook

Updated August 2022



**179 Forbes St.
East Providence, RI 02915
(401)433-6230**

Robert S. Perry
Principal

Glen Salgueiro
Assistant Principal

Brian Petsch
Dean of Students

**School Resource
Officer**

Scholarship ♦ Community ♦ Character

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Phone & Email Directory

Individual faculty & staff email addresses are the first initial followed by last name @epschoolsri.com. See the Riverside Middle School website for a directory of teacher email addresses.

Main Office: (401) 433-6230

Position	Name	Email Address
Principal	Robert Perry	rperry@epschoolsri.com
Assistant Principal	Glen Salgueiro	gsalgueiro@epschoolsri.com
Dean of Students	Brian Petsch	bpetsch@epschoolsri.com
Main Office Secretary	Gail Costa	gcosta@epschoolsri.com
Main Office Secretary	Kim Lorenc	klorenc@epschoolsri.com
School Nurse	Dawn Houle	dhoule@epschoolsri.com
Guidance Department Coordinator (Grade 7)	Ellen Albanese	ealbanese@epschoolsri.com
Guidance Counselor (Grade 8)		
Guidance Counselor (Grade 6)		
ELA Department Coordinator	Christie Hammons	chammons@epschoolsri.com
Social Studies Department Coordinator	Leila McCarthy	lmccarthy@epschoolsri.com
Mathematics Department Coordinator	Katie Kenahan	kkenahan@epschoolsri.com
Science Department Coordinator	Linda Tarantelli	ltarantelli@epschoolsri.com
Special Education Department Coordinator	Donna Rapoza	dmrapoza@epschoolsri.com
Librarian	Christina Ash	cash@epschoolsri.com
School Psychologist	Pamela Jensen	pjensen@epschoolsri.com
School Social Worker	Katie Grifka	kgrifka@epschoolsri.com
School Social Worker	Jessica Matook	jmatook@epschoolsri.com
School Resource Officer		

Riverside Middle School Bell Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:50 – 8:05 (15 min)	Homeroom/ Advisory	Homeroom/ Advisory	Homeroom/ Advisory	Homeroom/ Advisory	Homeroom/ Advisory	Homeroom/ Advisory	Homeroom/ Advisory
8:05 – 8:50 (45 min)	1	2	3	4	5	6	7
8:50 – 9:40 (50 min)	2	3	4	5	6	7	1
9:40 – 10:30 (50 min)	3	4	5	6	7	1	2
10:30 – 11:20 (50 min)	4	5	6	7	1	2	3
11:20 – 11:45 11:50 – 12:15 12:20 – 12:45 (85 min)	5 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th	6 1 st Lunch: 8th 2 nd Lunch: 7th 3 rd Lunch: 6th	7 1 st Lunch: 8th 2 nd Lunch: 7th 3 rd Lunch: 6th	1 1 st Lunch: 7th 2 nd Lunch: 6th 3 rd Lunch: 8th	2 1 st Lunch: 7th 2 nd Lunch: 6th 3 rd Lunch: 8th	3 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th	4 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th
12:45 – 1:30 (45 min)	6	7	1	2	3	4	5
1:30 – 2:15 (45 min)	7	1	2	3	4	5	6

Mission Statement

Riverside Middle School is committed to providing a positive and safe environment where all children are valued and can achieve their potential. Through our core values, we foster scholarship and learning, a strong sense of community, and positive character development.

General Information

School Hours are 7:50am-2:15pm. The doors to RMS open at 7:50am . Attendance for the day will be submitted at 8:05am. Any student who arrives after 8:05am must sign in at the Main Office entrance. Students are dismissed at 2:15 pm.

Notification Of School Closing, Delayed Opening or Early Dismissal. In the event of school closing due to inclement weather, a phone call will be made to the primary phone number of all East Providence School Department students. Please be sure to keep contact information up to date in the Skyward student information system. Information about school closings are also available on local radio and TV stations and at the Rhode Island Broadcasters Association website (<http://www.ribroadcasters.com>).

The Superintendent of Schools has the option to delay the opening of school for one hour. In such an event, students should arrive at Riverside Middle School at 8:50 am.

Communication Between School and Home. Communication is an important factor in creating a successful school. At RMS, we utilize a number of ways of communicating information to students and families. It is important that parents or guardians keep contact information accurate in Skyward. Changes can be made in Skyward or by sending written notification to the RMS Main Office. Parent email addresses that are listed in Skyward will receive messages with links to the updated RMS Family Bulletin (<https://sites.google.com/epschoolsri.com/rms-family-bulletin/home>) frequently throughout the year. Here are other sources of communication that are used at RMS.

- Progress Reports & Report Cards
- Telephone Calls
- Emails
- Google Classroom
- Remind App
- Facebook
- Twitter

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

Visitors to RMS. All visitors must identify themselves before entering RMS by pressing the buzzer at the front door and identifying their reason for visit. Upon arrival, all visitors must sign in at the Main Office. Visitors who will be within the school beyond the main office or nurse's office must present state-issued identification and receive a "Visitor's Pass," which must be worn for the duration of the school visit.

Drop-Off Procedures. Parents or guardians who choose to drop off students at Riverside Middle School are asked to please follow safety procedures and pay attention to traffic patterns and signage when entering the Riverside Middle School property. Drivers are asked to drive right around the outside circle at the right side of the building and pull as close as possible to the cross walk when dropping off or picking up students. Visitors coming into the school must park their cars in the parking lot. Cars are not allowed to drive or park in front of the Main Office entrance during the school day.

Attendance

Attendance Team and the use of the RIDE Attendance Tool (Nudge). Students who are chronically absent are less likely to experience success in school and often are not prepared for high school, college and careers. Attending school each day gives students the best opportunity to be successful. The Rhode Island Department of Education categorizes students who are absent 18 days a year, 2 days a month, 10% or more of the year as chronically absent.

An Attendance Team will address student attendance issues. Following are the procedures used by the team to provide support to families and students around attendance issues:

1. Research and Analyze historical attendance data: Identify students who have been absent 10% + (Chronically Absent). This data is brought to Administration, Guidance, Attendance Team and Grade Level teams to take action.
2. Call Home: An RMS educator who has a relationship with the family will call the student's home to encourage the student to come to school.
3. Send a Letter Home: The school will send a letter home with the number of days the student has been absent as well as information about how chronically absenteeism affects students.
4. Use Nudge - The Attendance Tool: The school will send out a text directly to families to encourage attendance at RMS using The Attendance Tool offered by the Rhode Island Department of Education.
5. Administrator Outreach: An RMS administrator will contact families by a phone call, letter, and/or face to face meeting.
6. Pre-Truancy (District level): Families will meet with district and school personnel to discuss absences as well as the previous five steps above. This discussion is the final step before Truancy is filed within the Rhode Island Court System. Truancy Court is held at RMS bi-weekly with a Magistrate or could be sent for arraignment at the Garrahy Court Complex in Providence.

Riverside Middle School provides recognition of students whose attendance is exemplary. Also, there are incentives for students who make improvements in attendance by moving out of the Chronically Absent category. For students who require additional support, individual and/or group counseling, check-ins with guidance counselors, and a smaller homeroom may be provided.

Social Probation. Any student referred to Truancy Court following the procedures of the attendance policy and through Attendance Team may be subject to social probation which may include co-curricular activities, athletics, and school sponsored events. The Attendance Team reserves the ability to adjust social probation based on individual circumstances.

For more information, see the [East Providence School Department Attendance Policy](#) at the end of this document.

Residency Verification

The East Providence School Department reserves the right to verify residence for all students attending East Providence Schools on an ANNUAL basis. Acceptable proof would be a current utility bill, lease or mortgage statement. Please note that failure to provide a current proof of residency will jeopardize your child/ren enrollment.

East Providence School Dept may find it necessary to verify on multiple occasions should we have reason to believe the information provided is inaccurate. For further information, please refer to the district website.

Transportation

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

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

Breakfast and School Lunch

Breakfast Protocol: Any Riverside Middle School student may participate in the breakfast program, but only students purchasing food from Chartwells may be in the RMS Cafeteria in the morning. It is not a time to socialize and students may not bring in food from home. Students will be dismissed to homeroom at 7:55 am. All food purchased in the cafeteria must be paid for at the time of purchase. Please refer to Food Service Program Meal Charge Policy (V.A.10a.) for more information.

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

Lunch Protocol: The cafeteria at Riverside Middle School is a busy place and students are advised to follow all rules and protocols in order to promote the smooth running of the lunch program. Students are asked to enter the cafeteria in an orderly and calm manner and sit in the seat or section that has been designated to them. Only twelve (12) students may sit at a table (3 per bench). Students are expected to behave appropriately and stay at their tables when not in line for food or throwing out trash. In the event that a student does not follow the rules of the cafeteria, s/he may be designated a seat in a different part of the cafeteria. Food and drink must be paid at the time of purchase. Please refer to the Food Service Program Meal Charge Policy (V.A.10a.) for more information. At the end of the lunch period, students will be dismissed in an orderly fashion.

Extra-curricular Activities

Clubs. Art Club, Robotics Club, Chess Club, Student Council, Yearbook Club, RMS Theatre, AV Club, Intramural Sports

School-Sponsored Events. Autumn, Winter and Spring Dances, Skate Nights, Viking Spirit Rally, Music Concerts at Rhode Island State House, Marching Band at Memorial Day Parade, Musicals, Arts Night, Book Fairs, Washington D.C. trip for 8th Graders, Seal Cruise, various academic field trips, field days

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

Grading and Report Cards

Riverside Middle School students are expected to put their best effort into assignments and assessments. Teachers set requirements and grading procedures in their classes. Students who receive all A's (Summa Cum Laude) or A's and B's (Magna Cum Laude) are added to the quarterly honor roll and are recognized in local media. Grades are recorded as numbers, but a letter may correspond to the grade. Letter grades are as follows: A=90-100 B=80-89 C=70-79 D (failing)=69 and below, (P) Pass, (F) Fail (P/F for Life Skills only).

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

Report Cards. Report cards are available on Skyward at the end of every Quarter. Announcements will be sent out via email and/or a Skylert phone call to inform parents that report cards are available to be viewed. If a parent or guardian would like a print copy of the report cards, a request can be made by calling the RMS Main Office.

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

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

Plagiarism. Documentation of all sources is important to avoid plagiarism, which is stealing of another's ideas, words, writing, or academic work, and implying that it is original. Both quoting and paraphrasing from an outside source, including any technology without crediting that source is a form of plagiarism. Teachers will work with students to address the understanding of documentation of sources. Plagiarism will be addressed by disciplinary action including receiving a zero for the assignment.

Academic Award. Any student who earns a 90 cumulative average or better for 3 consecutive years at RMS will be eligible to receive an Academic Award.. These awards are presented at the 8th Grade Awards Night at the end of the school year.

Dress Code

The following dress code is not meant to be restrictive, but is intended to guide students and their parents/guardians in choosing clothing that is safe, appropriate, and not distracting to wear in school. Parents will be notified of any

inappropriate dress. The Assistant Principal, Principal, or Dean of Students will be the authority in such cases. Any student who is in violation of the Dress Code protocol, will not be allowed to return to class until changing into appropriate clothes. In the event that a student does not have appropriate clothes, a parent/guardian will be called to provide a change of clothes or student may be asked to wear something to cover or replace the clothing item that violates the protocol. The following is a list of inappropriate dress for students:

- No “sagging” of pants. Pants should be worn with proper fit above the hip. No low-cut pants should be worn. No undergarments should be visible.
- No spaghetti strap tops, racer-back tops, halter tops, off-the-shoulder tops, tube tops, half shirts (showing one’s midriff), or low cut blouses/shirts. No undergarments should be visible.
- No sheer or see-through clothing is to be worn. This includes clothing with cut-outs or clothing with excessive rips or tears.
- No articles of clothing or accessories with obscene/vulgar words, words referring to illegal substances (alcohol, tobacco, and/or drugs), and/or words and/or pictures depicting acts of violence are allowed.
- No headgear (e.g. hair picks, bandanas, hats, do-rags, sports head bands, etc.) may be worn during the regular school day.
- No pajama pants and/or tops.
- Proper footwear is expected. No slippers.
- No chains, collars, rings, bracelets with studs or spikes.
- Proper hygiene is expected.

School Property, Private Property and Cell Phones

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

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

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

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

Cell Phones and Electronic Devices, and Accessories. The use of cell phones by students is not allowed during school hours of 7:50am-2:15pm. Students are expected to turn off and store their cell phones when they enter Riverside Middle School. Students may also be instructed to put their phones away during school related activities after regular school hours. Riverside Middle School is not responsible for any lost or stolen cell phones. It is the student’s responsibility to hold onto his/her valuables at all times. If a student is seen or heard using a cell phone, electronic device, or accessory (e.g. headphones, earbuds) during the school day by a Riverside Middle School staff member, the device will be turned into the Main Office and recorded by the secretary. The first time this happens, the student may pick up and sign for the phone at the end of the school day. If a student’s phone is turned into the Main Office a second time, a parent will be required to come into RMS and pick up the phone.

Headphones: Headphones may be used inside the classroom if a teacher has instructed or allowed students to use them during a class period. Students are not to have headphones on when they are outside the classroom. If headphones are seen, it will be treated as an electronic offense and will be turned into the office.

Student Discipline

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

Office Detention. Students whose behavior or actions result in a disruption of the learning environment may be referred to the Dean of Students who will assign an after-school detention. Detention is held Monday-Thursday from 2:30-3:30 in a designated location at RMS. Students will be given a 24-hour notice of their assigned detention and a parent will be informed. Students assigned detention who take a bus to and from school may take the late bus that arrives at RMS between 3:30 and 4:00 pm.

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

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

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

- Striking, assaulting, threatening, intimidating, or blackmailing another person (student, teacher, etc.)
- Bullying of other students (refer to Statewide Bullying Policy)
- Engaging in harassment (i.e. cyber-, sexual-, and/or verbal-harassment as determined through proper investigation)
- Any student in possession, distribution, or consumption of illegal drugs, mind-altering substances, prescription or nonprescription medication, tobacco-related products or alcohol, including being under the influence of drugs or alcohol, or any other violation of the School Department's Zero Tolerance Policy regarding drugs and alcohol and the Smoke Smoke-free/Tobacco-free Schools Policy
- Theft

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

- Any abusive, obscene, or profane language or gestures
- Any disrespect, refusal to obey authority (teacher, administrator, adult sponsor, chaperone, or school staff member)
- Smoking/vaping in or on school grounds (refer to the Smoke-free/Tobacco-free Schools Policy)
- Vandalism or destruction of school or others' personal property
- Any other conduct which is a violation of the law, a violation of school policy, or which is prejudicial to teaching, learning or the safety of the school, its students, teachers, administrators and personnel

Social Probation. Following suspension, a student will not be allowed to participate in extracurricular (co-curricular) activities for a period of 30 school days. Students with multiple disciplinary infractions may also be subject to the consequences of social probation. Social probation status may also be affected if a student has outstanding balances (e.g., lunch money, library fees, overdue books, athletic uniforms).

Field Trip Behavior Expectations. A field trip is an extension of the school itself, whether on a bus to or from the site or while at the site itself. Expectations for student behavior and adherence to school rules apply on all field trips as they do at school. Students causing a problem on any field trip may be excluded from field trips for the remainder of the school year. Any student who has chronic absenteeism (as determined by RIDE policy) may be excluded from participation in field trips. Students accepting the privilege of attendance on any field trip, do so with the knowledge that the school (through its teacher chaperones) has the right to search any student and/or his/her belongings.

School Resource Officer: Primary Duties and Responsibilities

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

Technology

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

Chromebooks. Each student will be issued a chromebook that will be used throughout the school day and should be brought home after school. These chromebooks are to be used for educational purposes only that have been approved by RMS teachers. Any technology use that is inappropriate or not school related will result in disciplinary actions.

Acceptable Use of Technology

Services Provided to Students:

- The East Providence Public School District provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the local authority.
- Students may have access to Google for Education accounts including Gmail and Google Docs.
- Students have access to online course resources (if currently deployed by his/her teachers).

Note these services and resources are not the same as a private home Internet and e-mail accounts and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged, and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the East Providence Public School District has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the East Providence Public Schools. Students should have no expectation of privacy.

In accordance with CIPA (Child Internet Protection Act), the East Providence Public School District filters Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking.

Students of the East Providence Public School District shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the East Providence Public School District is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the East Providence School community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the educational mission of the East Providence Public School District.
- Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by EPSD may not be connected to the network without specific permission. Devices that disrupt the educational process or operation of the EPSD are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people's work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.

- Only use the network account assigned to you and do not give your EPSD network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself, or others, without your teachers or parents' knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful. Remember that anything you write or post online may be discoverable forever.
- Report threatening or discomforting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the EPSD network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

East Providence School District Policies

Attendance Policy (V.A.8)

PURPOSE

While encouraging school attendance is a multi-prong effort, it is the responsibility of the parent/guardian first and foremost to encourage and monitor their children's attendance, report absences and work cooperatively with School Administration to resolve any attendance or truancy issues.

Attendance at school is mandated by Rhode Island General Laws § 16-19-1 et seq. and School Committee Policy for all students who have not reached their eighteenth (18th) birthday.

General Requirement: Regular, prompt attendance is a District requirement for each and every student enrolled in District schools as it is essential for the students' academic success.

DEFINITIONS

Excused Absences

Excused absences include a student's participation in an approved school-sponsored activity, documented college visits, suspension days, religious holidays, bereavement, a doctor-excused illness or injury, doctor's, dentist's or other healthcare provider's appointments (doctor's, dentist's or other healthcare provider's written excuse must be submitted no later than two (2) school days following the absence), a school nurse-teacher excused illness or injury, court appearance, military deployment event or dismissal from school by school Principal or designee.

Unexcused Absences

Unexcused absences include but are not limited to any absence in which the student and/or parent/guardian fails to comply with the District's attendance policy and procedures and includes any and all absences not listed as excused absences above. Unexcused absences count toward attendance policy limits.

Tardiness

Being tardy is defined as arriving after school begins. Students arriving by bus who are delayed are not considered tardy. Parents/guardians, as well as, students should know the start and end time of their respective school day.

Early Dismissal

Early dismissal is considered any time when the student is not able to complete the full day of school. Early dismissals will follow the same guidelines as excused and unexcused absences.

Truancy

A student is considered truant when he/she purposely is out of school without cause.

SCHOOL ATTENDANCE INTERVENTIONS

Each school shall provide a program of interventions designed to assist students and/or families that are experiencing attendance problems which are consistent with the District's Response to Intervention (RTI) procedures. Interventions shall encourage the school and the family to work together utilizing a problem solving approach and shall incorporate

actions consistent with the maturity of the student and the seriousness of the problem.

ATTENDANCE POLICY PROCEDURES

Attendance policy procedures reflect the expectations and consequences of the District.

Grades K-12

Absences, Tardies and Early Dismissals

1. All absences, tardies and early dismissals are recorded and reported as unexcused until an appropriate excuse is provided in writing. See definitions for excused and unexcused absences.
2. A parent/guardian is required to call the school to report their child's absence. The school's automated system will attempt to contact the parent/guardian regarding absences. This contact does not imply that such absences are excused. Parent permission, in and of itself, is not recognized as a legitimate reason for absence.
3. Following four (4) unexcused absences per quarter, which may include tardies and/or early dismissals, the principal and/or designee will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review.
4. Following eight (8) unexcused absences per quarter, which may include tardies and/or early dismissals, the school will contact the parent/guardian in writing requesting a meeting. A referral may be made to the Attendance Office.
5. Following ten (10) unexcused absences per school year, which may include tardies and/or early dismissals, a referral will be made to the Attendance Office for a pre-truancy meeting and/or Family Court.
6. Appointments with doctors, dentists, or any other healthcare provider will be considered an excused absence when a note from said provider is provided to the school. Whenever possible, appointments with doctors, dentists, or healthcare providers should be made at times other than during the school day.
7. Students with any unexcused absence, tardy and/or early dismissal on the day of a school-related activity (e.g. dance, play, sports) may not attend or participate in that activity.
8. Students who are tardy in grades K-5 must be accompanied by a parent/guardian to the school office to sign in for the day. Students who are tardy in grades 6-12 must either be accompanied by a parent/guardian to the school office or have a written note by their parent/guardian to sign in for the day.
9. A written request for early dismissal for medical or family reasons signed by the student's parent/guardian must be presented to the first period classroom teacher or office on the day of the early dismissal; only those individuals eighteen years of age and older specified on the Emergency Contact List may pick up a student. Parental phone calls requesting an early dismissal must be approved by the Principal/Designee. This request must contain the date, time, reason for dismissal, telephone number for verification and parent/guardian signature. With the exception of siblings, students may not leave with other students on the Emergency Contact List.
10. The responsibility for makeup work due to absence/tardy or early dismissal is the responsibility of the student to seek out teacher for assignments. The teacher and student will decide on a mutually

agreeable timeline for the work to be completed. Unless otherwise arranged, the student is allowed one (1) day for each day absent or tardy to submit the work or complete test.

11. Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. All work will be provided upon return to school; students will have one day for each day missed to complete work, up to a maximum of three (3) days.

Transportation Policy (VA.11)

Transportation for all public and private/parochial school children residing in the City of East Providence shall be provided in accordance with state laws, and shall be under the direction of the Superintendent of Schools. The Superintendent shall make rules and regulations to insure the safety, health and welfare of all students is upheld. The School Committee has established the eligible riding distance as follows:

Pre K	Door to Door	Grades 6-8	distance > 1.5 miles
Grades K-5	distance > 1.0 mile	Grades 9-12	distance > 2.0 miles
All Regional 3 Schools (in and out of East Providence) per RI General Laws 16-21.1-2			

Exceptions will be made for reasons of safety. The District reserves the right to change any or all of the distances mentioned above.

Transportation appeals may be submitted for valid medical reasons, or for reasons of hardship.

Supporting documentation, such as but not limited to a physician's note, executed release of information, and any other documentation the Superintendent and/or his or her designee deem appropriate.

Safe School Act: Statewide Bullying Policy

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

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

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

1. DEFINITIONS

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

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

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

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

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

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

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,

- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school despite having occurred outside of school hours.

2. SCHOOL CLIMATE

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

3. POLICY OVERSIGHT and RESPONSIBILITY

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

4. INFORMATION DISSEMINATION

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

5. REPORTING

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

6. INVESTIGATION/RESPONSE

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

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

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

Sexual Harassment Policy

SEXUAL HARASSMENT – STUDENTS

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

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

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

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

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

Zero Tolerance Policy

ZERO TOLERANCE – VIOLENCE

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

ZERO TOLERANCE – WEAPONS

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

ZERO TOLERANCE – DRUGS AND ALCOHOL

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

Smoke-free/Tobacco-free Schools Policy

It has been determined that smoking is the leading cause of preventable death and disease in the United States. In addition, the U.S. Environmental Protection Agency (EPA) has classified environmental tobacco smoke (ETS) as a Group A (known human) carcinogen. The EPA has concluded that exposure to ETS presents a serious and substantial public health risk. Therefore, in light of this scientific evidence and in compliance with Rhode Island General Laws § 23-20.9-1 et seq. "Smoking Restrictions in Schools Act" (Public Law 92-230) and § 23-20.6-1 et seq. Smoking in Public Places, the East Providence School Department is committed to protecting the health and welfare of both employees and students from the known hazard of exposure to ETS. Being concerned about the health of its students, the school committee feels very strongly that it must be promoting and modeling healthy behaviors for the youth of East Providence, Rhode Island.

Tobacco, nicotine and vaping device use of any kind is prohibited

A. The vaping or smoking or use of any substance or item which contains tobacco, nicotine, or any other substance, including but not limited to cigarettes, cigars, pipes, nicotine devices or vaping devices, or other smoking tobacco or nicotine, or the use of snuff or smokeless tobacco, or having one's possession of a lighted cigarette, nicotine or vaping device, cigar, pipe, or other substance or item containing tobacco or nicotine by any person or persons including but not limited to contract or other workers on school property, school students, school administrators, schools employees, school faculty, and school visitors in all areas of all schools and grounds is prohibited. As used herein, the term "school or schools" shall also include but not limited to school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles, other school buildings whose use is not primarily residential, and outside areas within twenty-five (25) feet of any school building or grounds. In addition, tobacco use is prohibited on school grounds, athletic grounds, or parking lots; or at any school- sponsored event off campus. In addition, no student is permitted to possess a tobacco product or vaping device.

B. Visitors: Visitors who are observed smoking or using tobacco or nicotine products including nicotine and vaping devices will be asked by anyone in the school to refrain from smoking or using tobacco products. If the individual fails to comply with the request, his or her violation of policy shall be referred to the administrator for the area in which the violation occurred. The administrator will make a decision on further action, which may include a directive to leave the school property. In extreme cases of resistance or non- compliance, assistance may be sought from the police department. Repeated violations may result in a recommendation to the Superintendent of Schools to prohibit the individual from entering the school building or other school property for a specified period of time.

C. Tobacco and vaping promotion: Tobacco, nicotine and vaping promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco, nicotine and vaping advertising is prohibited in all school-sponsored events.

D. Notice: The Superintendent/principal /other shall notify students, families, education personnel, and school visitors of the tobacco and vaping free policy in handbooks, newsletters, and by other efficient means. As stated in RI Public Law 92-230, all school areas where tobacco and vaping product usage is prohibited shall be clearly marked with "nonsmoking area" signs with bold block lettering at least three inches (3") high stating "Tobacco and Vaping-Free School – Tobacco and Vaping Use Prohibited". There shall be at least one "nonsmoking area" sign, in conformance with the above, at every building entrance and in other areas as designated by the governing body. (Signs as detailed above are provided, without charge, by the Department of Health.) Signs shall also be posted in every school bus, in every school vehicle, and on school grounds.

E. Educational reinforcement: Tobacco, nicotine and vaping use prevention education shall be closely coordinated with the other components of the school health program and should include prevention education regarding nicotine and vaping devices. Tobacco, nicotine, and vaping use prevention concepts shall also be integrated into the instruction of the other subject areas to the greatest extent possible. To send consistent messages to students and their families, school instructional staff shall collaborate with agencies and groups that conduct tobacco, nicotine and vaping device education in the community.

F. Student disciplinary action: Whenever a student is found to be in violation of this policy, any tobacco or vaping product in their possession will be confiscated. The student's parent/guardian may claim the product at the school principal's office within five (5) school days after which the confiscated material will be discarded.

- First offense – The principal will inform the student of the “Smoking and Vaping Restrictions in Schools Act”. The student may receive disciplinary consequences up to and including a one day-in school suspension. A conference will be held with the principal (or designee) and the student's parent/guardian. The conference with the parent/guardian may be conducted over the telephone but must be held within three days of the violation. The Student will be encouraged to enroll in a smoking cessation program.
- Second offense - The student may receive disciplinary consequences up to and including a three (3) day suspension with a conference before the student can resume classes. If agreed in writing by the student, parent/guardian and principal, fifteen (15) hours of documented school or community service may be substituted for the three (3) day suspension. The Student will be encouraged to enroll in a smoking cessation program.
- Third offense – The student may receive disciplinary consequences up to and including a five (5) day suspension with a conference before the student can resume classes. The student may also be referred to the School Resource Officer for violation of state and local statutes regarding smoking and vaporizing devices in public buildings. If agreed in writing by the student, parent/guardian and principal, twenty-five (25) hours of documented community service may be substituted for the five (5) day suspension. The Student will be encouraged to enroll in a smoking cessation program.

G. Employee disciplinary action:

- First offense – The principal will inform the employee of the “Smoking and Vaping Restrictions”. The principal will give the employee a verbal warning and hold a conference. The Employee will be encouraged to enroll in a smoking cessation program.
- Second offense – The principal will provide written notification to the Superintendent. The Employee will be encouraged to enroll in a smoking cessation program.
- Third offense – The principal will provide written notification to the Superintendent. The Human Resource Director will report violations to the bargaining unit representing the staff member. The employee will be subject to disciplinary action as delineated by the Superintendent with notice to the bargaining unit. If necessary, further action up to and including suspension and dismissal may occur. The Employee will be encouraged to enroll in a smoking cessation program.

H. Program availability and attendance: Information relating to smoking cessation programs for all employees who smoke shall be posted in each building in the school district. Smoking cessation programs will be offered to students on a voluntary basis. Attendance or completion of a tobacco use cessation program shall not be mandatory for anyone or used as a penalty. Attendance or completion of a tobacco use cessation program is allowed as a voluntary substitute to suspension for possession or use of tobacco.

REFERENCE: Rhode Island General Law § 23-20.9-1 et seq. “Smoking Restrictions in Schools Act” Rhode Island General Law § 23-20.6-1 et seq. Smoking in Public Places

East Providence School Committee

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