

BEHAVIORAL EXPECTATIONS

Alan Shawn Feinstein Middle School of Coventry

Our school is a reflection of the larger community in which we live. It is an extension of our families and our homes. It is the responsibility of **every** member of our school community to work together to ensure the health and safety of everyone.

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

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

At the same time, it is important to note that no one is perfect. Sometimes a student will make poor choices. If and/or when this happens, it is best to offer an honest apology and change the behavior accordingly. Learning from one's mistakes and demonstrating a desire to improve is what matters!

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

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

If the answer to these questions is “yes,” it is unlikely that a student will find him/herself in disciplinary trouble. However, if the answer is “no,” it is likely that appropriate disciplinary action(s) will be taken by the teacher or an administrator.

Any incident that occurs in the hallway and is referred to the office will result in an automatic one hour
office detention.

General Rules:

To ensure that there are as few misunderstandings as possible, it is important to list a few of the most important school rules here in the handbook. These rules apply to **ALL** students. No one individual is singled out for punishment, or for special favors.

- Students should keep hands, feet, and all other objects to themselves at all times. This includes behaviors that are negative in nature (poking, hitting, etc.) or that involve public display of affection (hugging, kissing, etc.)
- There is no running and/or “fooling around” in the hallway, cafeteria, school yard, or classrooms. This includes any physical contact between students including pushing, hitting, play fighting, etc. “Joking” with friends often turns into a situation which produces unintended results.
- In order to maintain a positive learning environment, yelling and/or excessive noise are not permitted in the hallway and/or classrooms.
- Loitering will not be tolerated. Students should be in a place where they are supervised by an adult at all times. Once the student has completed business in the hallway (such as using his/her locker at the assigned time) they should promptly move to their next scheduled class.

In addition, students should not be loitering (hanging around) after school at ASFMS. If a child has an activity or event after school, parents are responsible for providing transportation in a timely manner. Extended supervision is not available.

- Smoking is not permitted on school grounds. Students found smoking at school will face disciplinary actions. On the first offense, the student will be assigned after-school retention and parents will be notified of the infraction. Additional offenses will require a meeting between the student, parent, and school administration and/or Superintendent. On the fourth offense, students will be suspended from school for five (5) days and will be required to attend a non-smoking clinic with evidence of participation (at student’s family expense) prior to re-admittance into school. Each additional offense will result in five (5) days of suspension with days absent applied toward the attendance policy limits.
- Students are required to attend all assigned classes. A student has “cut” class when he/she is late without a valid pass. Students who cut a class will not be given credit for any work missed. In addition, detention/retention time will be assigned as appropriate by school administration.
- After **10 minutes**, a student will be considered as cutting the class.

Flagrant Clause

Any student who engages in behavior which is abusive, demeaning, or constitutes assault will be removed from class immediately by an administrator and appropriate consequences will be assigned.

Surveillance Camera Policy

The maintenance of the health, welfare and safety of the students and staff while on Coventry Public Schools’ property and the protection of Coventry Public Schools property is an important function of Coventry Public Schools. Camera monitoring at ASFMS is used to supplement proactive staff supervision. The monitoring of individuals who enter upon the school grounds or school property is a

significant factor in maintaining order and discipline and in protecting students, staff, visitors and their property. Coventry Public Schools recognizes the value of a camera monitoring system and the role it plays in monitoring activity on school property or on school grounds, as well as its use in the maintenance of order and discipline within the school setting.

Behavior in the Cafeteria:

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

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

Emergency Drill Conduct

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

1. Students are expected to know the proper exit from any location in the building. These exits are posted at the exit of all classrooms.
2. Be ready to act in case of emergency. Stay calm, think clearly, and avoid any confusion.
3. Listen for directions and walk in a calm and orderly manner. Avoid walking through or over a group of people.

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

Serious Disciplinary Infractions:

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

1. **Substance Abuse** - Matters involving the use of, being under the influence of, in possession of, or distribution of illicit substances or paraphernalia associated with substance abuse shall be handled in compliance with Policy #5131.4.
2. **Assault** - Willfully striking or assaulting a student or any employee of the school which falls within the level of an aggravated assault shall result in the recommendation of expulsion from school for a period of time of up to one school year.
3. **Obscene Language** – Obscene language directed at a student or staff member shall be treated as a verbal assault. The severity of the language shall determine the length of the consequence.
4. **Gang Activity/Associations** – Students engaging in behaviors related to gang activity shall be dealt with in accordance with Policy #5131.6.
5. **Weapons** – Possession of a firearm, related materials, or other dangerous weapon, or the threat to bring/use firearms on school property (including the bus) as defined in State Law, shall be prohibited. Violators will be subject to suspension and/or expulsion as determined by the building principal subject to the concurrence of the Superintendent. Possession /carrying/use of/ threat of use of a firearm or replica shall result in a recommendation for expulsion for a period of time up to one full calendar year. Policy #5131.8 further clarifies this statement.
6. **Extortion** – Any behavior which is constituted as blackmail, extortion, inciting others, threatening, intimidating, or bullying students or staff shall result in the recommendation of suspension.
7. **Harassment** – Sexual harassment and/or sexual violence as defined by State Law shall result in actions as outlined by Administrative Directive #5131 AD.
8. **Vandalism** – Willful destruction of any school property (including, but not limited to books, furniture, calculators, etc.) and/or another's personal property will result in recommendation for suspension. Students and his/her family will be held responsible for repairing/replacing any vandalized items.
9. **Arson** – Any act in which a student starts a fire will be subject to expulsion from school.

10. **Fire/False Alarm** – Deliberately starting a fire or pulling a false alarm is not only a dangerous act but is against the law. The safety of fellow students and staff is at stake. Pulling a false alarm may result in suspension from school for up to 10 school days.

11. **Theft** – Taking property which does not belong to you is strictly prohibited and will result in recommendation for after-school retention and/or suspension as deemed appropriate by school administration.

12. **Cyberharassment** – Posting harassing messages and/or pictures about a faculty member and/or another student on the Internet is prohibited and shall result in disciplinary action that may include expulsion and/or criminal charges.

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

Consequences for Inappropriate Behavior

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

- **Teacher Assigned Detention** – Teachers who assign an after school detention will give a written notice twenty-four (24) hours in advance of the scheduled detention unless previous arrangements have been made with a parent. Teacher detention will last a minimum of 30 minutes. Parents are responsible for providing transportation home at the conclusion of the detention.

If a student does not attend detention as assigned, the parent(s) will be notified and the detention will be rescheduled. If a student fails to stay for the rescheduled detention with a teacher, the matter will be referred to an assistant principal or their designee. The consequence for cutting detention will be the scheduling of two (2) detentions or after-school retention to be assigned as appropriate.

- **Office Assigned Detention** – Office detention will last a minimum of one (1) hour. Students will be given written notice twenty-four (24) hours in advance of the scheduled detention unless previous arrangements have been made with a parent. Parents are responsible for providing transportation home at the conclusion of the detention.

If a student does not attend detention as assigned, the parent(s) will be notified and the detention will be rescheduled for the first cut detention only. Further cut office detentions will result in the scheduling of two (2) additional office detentions or after-school retention as appropriate.

- **After School Retention (ASR)** – is a discipline program which retains students after school for a minimum of two hours up to a maximum of three hours. During this time, students are expected to work on school assignments or read silently. School rules apply during ASR and removal from this

program will result in additional ASR time. Parents are responsible for providing transportation home at the conclusion of the retention.

If a student fails to attend an assigned detention and/or retention after it has been reassigned once, administration reserves the right to impose additional consequences to include ALC and/or OSS.

- **Alternative Learning Center (ALC)** - is used to keep students in school while serving a serious consequence. In-School Suspension (ISS) is assigned to students who may otherwise be suspended outside of school or for failure to serve previously assigned consequences. The duration of an in-school suspension varies from 1 to 5 days, depending on the seriousness of the offense and the student's prior/discipline record. Students are required to complete class assignments in the ALC room.
- **Out of School Suspension (OSS)** –is used only as a last resort for situations which threaten the health and safety of the person committing a serious infraction or other members of the student body and/or staff. During this time, the student will be suspended out of the building and supervision of the student will be the responsibility of the parent. The duration of the suspension varies from one (1) to ten (10) days, depending on the seriousness of the infraction, or as determined by district policy. The student and his/her parent(s) will be required to attend a reinstatement conference prior to re-admittance to school.
- **Ineligibility for School Events (Social Suspension)** – In addition to the above consequences, students may be ineligible to attend a school dance, other evening school activity, field trip, class trip, or other school/team sponsored event for a period of at least 30 days or a period of time determined at the discretion of a school administrator or their designee.

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

Though we must often assign punitive consequences, the administration of our school works to use each unique situation as a learning experience, and helps students to plan for future situations in which they may find themselves. Administrators must rely on the support of families, and will work closely with you to help our students become the best they can be. Though we hope we will not have to contact you about incidents described above, we would like to thank you in advance for your support and willingness to work with us.

Due Process:

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

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

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

DRESS CODE

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

If the student's dress does not adhere to the guidelines below, a parent/guardian may be notified to bring a student a change of clothes. Student will be prohibited from class until dressed appropriately.

Guidelines

- No halter, spaghetti strap, strapless, or backless tops. Shoulder straps must be at least the width of three fingers.
- No half- shirts which expose the midriff or muscle shirts.
- No spandex shorts or shorts that do not reach the ends of the middle finger when arms hang freely at the side.
- No short skirts that do not reach the ends of the middle finger when arms hang freely at the side.
- No pajama pants.
- No undergarments should be exposed at any time. This includes boxer shorts.
- No hats and/or bandanas.
- Excessively tight or revealing clothing is not allowed.
- Decals, pins, buttons, that display profane language, drugs, alcohol, or promote violence, the use of illicit substances, or sexual activity are forbidden.
- Coats/jackets may not be worn during the school day. Students should dress in layers in the winter as classrooms and corridors vary in temperature.

Physical Education Dress Code & Lockers

All students are required to change into appropriate attire for each physical education class unless excused for medical reasons. Appropriate attire includes t-shirts, sweatshirts, shorts, and/or sweatpants. Jeans and pajama wear is not considered appropriate attire. All other dress code rules apply.

In order to better monitor students' physical education locks and clothes, we are implementing a new system for next year. **Students who choose to use a locker in either the boys' or girls' locker rooms will be required to lease a lock from the phys. ed. department for \$5.00/year which is non-refundable.** This system will allow teachers and students to easily identify misplaced locks.

Students will have the opportunity to purchase a physical education uniform package that will consist of a short sleeve shirt, mesh shorts and a carry mesh bag.

- Price is \$25.00
 - Shirts and shorts within the package are the same size. All packages are adult sizes.
 - Uniforms will be available to purchase in students first Phys. Ed. class of the year.

Mesh bag is to be used for Physical Education uniform, deodorant, sneakers and water bottle only.

Students who do not change for physical education class will not be allowed to participate, resulting in a lack of evidence towards achieving the required expectations for physical education. Failure to make up missing work will factor into the evaluation of students overall progress. Additional infractions will result in the assignment of teacher detention. Chronic refusal to change for physical education will be referred to administration for additional consequences which may include after school retention, suspension, and/or a meeting with the student and his/her parents.

ELECTRONIC DEVICE POLICY

Electronic devices including, but not limited to, cell phones, pagers, cameras, tape and CD players, ipods, playstations, Gameboy® and other video devices are NOT allowed in school. Use in the building may result in confiscation of the item until the end of the school year.

First offense: Device sent to the office of Mr. Gomes or designee. Student is issued a warning and retrieves the device at the end of the school day.

Second offense: Device sent to the office of Mr. Gomes or designee. Student's parent is notified and parent must come in to retrieve the device.

Third offense: Device sent to the office of Mr. Gomes or designee where it will be kept in lock-down until the end of the school year.