

Alan Shawn Feinstein

Middle School

of Coventry

STUDENT HANDBOOK

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Telephone: 401.822.9426

School Website:

<http://www.asfms.net/>

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Alan Shawn Feinstein Middle School of Coventry

PRINCIPALS' MESSAGE

Dear Parents & Families,

On behalf of the faculty and staff, we would like to welcome all incoming sixth graders, returning seventh and eighth graders, new students, and families to Alan Shawn Feinstein Middle School of Coventry (ASFMS). We hope everyone had an enjoyable and relaxing summer.

The start of a new school year brings excitement, energy, and enthusiasm as well as high expectations for success. It is our hope that parents and families will take advantage of this opportunity to participate in the school community and "Walk the Talk Together" with the administrators and staff. By supporting the school's behavioral expectations, being "responsible, reliable, and respectful," you help us to insure a safe and nurturing learning environment.

While the ASFMS is "High Performing," the faculty and staff recognize the need to build upon their numerous strengths and seek continuous improvement. Thus, we have developed a comprehensive school improvement plan to support student learning. In order to achieve the expectations outlined in the plan, students must be actively engaged in instruction and complete class work and homework assignments. Please make every effort to support your child in his/her studies and seriously consider being an active member of the school community.

It is important that all students and parents begin the school year with an understanding of the policies, procedures, and actions that govern our school community. Please know that the faculty and administration value your input. We offer many opportunities for you to voice your ideas, opinions, and concerns, and hope that you are able to join us in our efforts to make ASFMS the best it can be.

Sincerely,

Dr. Michael Almeida
Principal

Tracey L. Whitehead
Assistant Principal

Augusto Gomes
Assistant Principal

IMPORTANT NOTES FOR FAMILIES

- Read and discuss the **handbook** with your child. Complete the **ASFMS Student and Parent Contract** (page 21) with your child and return to your child's homeroom teacher.
- Complete Guidance Data Sheet – page 17
- Complete Health History and Standing Orders for Medication Form (distributed by homeroom teacher).
- Complete Physical Education Contract - page 19
- Complete the Acceptable Use Policy for Internet Access – page 21
- Complete the **Emergency Data Cards** (distributed by homeroom teacher).

Important Note: If your child needs to leave school for any reason, they will be released only to persons listed on their **emergency cards**. The person picking up your child must have a valid picture ID which will be checked by school personnel and matched to the Emergency Data Sheet. Please list everyone you would like to give permission to pick up your child.
- Register for ListServe at <http://www.asfms.net/>.

ASFMS MISSION STATEMENT

*Educational excellence...
developing reliable, responsible, respectful life-long
learners, one student at a time.*

STUDENT EXPECTATIONS

Be Responsible

Bringing all your materials to class.
Having your homework done.

Be Reliable

Being on time to class.
Always being honest.

Be Respectful

Treating others the way you would
like to be treated.
Keeping hands and feet to yourself.

TEACHER EXPECTATIONS

Have Fun!
Differentiate Instruction
Continue to Learn & Grow
Establish Positive Relationships

Continuously Communicate w/ Parents
Develop a Student-Centered Classroom
Maintain Instructional / Academic Focus
Support and Collaborate with Colleagues
Engage Students in Higher Level Thinking
Integrate Literacy Strategies Across Curriculum
Implement School Improvement Plan Initiatives
Personalize the Learning Environment for Students
Actively Participate in the Professional Learning Community
Be “Responsible,” “Reliable” & “Respectful”

ADMINISTRATOR EXPECTATIONS

Be Visible
Support Teachers
Have A Sense of Humor
Shared Decision Making
Create and Maintain a Positive Culture
Establish Open Lines of Communication
Review and Evaluate Policies, Practices, & Programs
Support & Facilitate Successful Co-teaching Relationships
Be “Responsible,” “Reliable” & “Respectful”
Build Capacity by Effectively Delegating Responsibilities
Be Consistent & Follow-Up w/ Student Discipline
Establish Clear/High Expectations for ALL
Have An Open Door Policy
Provide Feedback
Be Approachable
Be Professional

GRADE REPORTING

Report Cards: Giving feedback to students and parents is part of the learning process. It allows students and parents to monitor progress and set goals for academic achievement. Each trimester spans 60 school days. Failure to return a signed report card may result in an after school detention. A student's final report card for the year is mailed home.

Progress Reports: Progress reports are sent home in the middle of each trimester. Progress reports must be signed by a parent/guardian and returned to school within five days of distribution. Failure to return a signed progress report may result in an after school detention.

Standards Based Grade Reporting

In the middle grades, students are assessed according to grade level expectations/standards. Below is an explanation of our grading scale.

Academic Expectations

In order for the students of ASFMS to meet or exceed the expectations for learning, students must have a clear understanding of what they are being asked to do; therefore, teachers will provide rubrics, a chart which helps students to evaluate the work they are doing. Rubrics are aligned with the following Explanation of Marking.

EXPLANATION OF MARKING	
4	Student work is consistently beyond expectations for this trimester.
3	Student work meets expectations for this trimester.
2	Student work is approaching but does not meet expectations for this trimester.
1	Student work shows little or no progress and is not meeting expectations for this trimester.
.5	Insufficient evidence to assess student proficiency.
X	Not assessed this trimester
	(blank) Not enrolled in course

Learner Qualities

In addition to reporting progress on the development of student understanding of academic content and related skills, students are also evaluated on their learner qualities. Learner qualities are those behaviors that enhance a student’s ability to learn. By emphasizing these qualities, we are helping students to take responsibility for their own learning as they work to improve their performance. A student who consistently demonstrates the learner qualities will often improve his/her level of achievement in content at the same time.

Learner qualities are “life skills.” These are the same qualities that are essential for success in the workplace and everyday life. By learning these behaviors now, students will be preparing for a successful future. The learner qualities include self-directed learner and teamwork, collaboration, and reading engagement. Explanations of the levels of developing learner qualities will be distributed by classroom teachers.

LEARNER QUALITIES	
4	Always
3	Usually
2	Sometimes
1	Needs Attention

HONOR ROLL CRITERIA

High Honors

For a given trimester, a student who...

- achieves a 3.0 or higher in ALL subject area strands

(Learner Qualities are exempt from Recognition of Honors.)

Honors

For a given trimester, a student who...

- achieves a 3.0 in most subject area strands
- has no more than five 2.5’s in all subject area strands
- has no grade equal to or less than 2.0 in any subject area strand

(Learner Qualities are exempt from Recognition of Honors.)

Recognition of Effort

For a given trimester, a student who

- achieves a 3.0 or higher in ALL learner quality standards
- did not achieve Honors or High Honors

(Subject area strands are exempt from Recognition of Effort.)

***Appeals Process** – Students and/or parents can appeal non-selection by contacting the student’s guidance counselor.

NATIONAL JUNIOR HONOR SOCIETY CRITERIA

High Honors

For trimesters one and two, a student who...

- achieves a 3.0 or higher in ALL subject area strands
- achieves a 3.0 or higher on ALL Learner Qualities

Other criteria include the following:

- Community Service (20 hours)
- Other

Honors

For trimesters one and two, a student who...

- achieves a 3.0 in most subject area strands
- has no more than five 2.5’s in all subject area strands
- has no grade equal to or less than 2.0 in any subject area strand
- achieves a 3.0 or higher on ALL Learner Qualities

Other criteria include the following:

- Community Service (20 hours)
- Other

***Appeals Process** – Students and/or parents can appeal non-selection by contacting the NJHS advisor(s).

STUDY HABITS

It is the students’ responsibility to be prepared for learning each day. Please refer to team expectations posted on the ASFMS Website for school supplies, academic expectations, and other important rules. Your success depends on it!

You are expected to give your best effort every day in school. Being a successful learner involves self-discipline and organization. Good study habits are extremely important. Here are some hints to help you do well in school.

NOTE: In order to be successful at ASFMS, all students need to read on a daily basis. Reading should occur in and out of school. Text should be both teacher and self-selected from a variety of genres.

- Set academic goals for yourself. Write them down and return to them often. Work hard to achieve those goals by budgeting your time wisely!
- Copy your assignments into your Premier Agenda daily.
- Be sure to clarify any questions you may have about your assignments **before** leaving school.
- Refer to your agenda when you are packing your bag at the end of the day to ensure you have the necessary materials.
- Everyone has a peak learning time during the day. Figure out when you are most alert, and plan to work on your assignments at this time.
- Be sure to complete assignments in a place that is well lit, quiet, and gives you access to materials you might need (including writing instruments, art supplies, dictionary, etc.).
- Study for the length of time you can remain focused. Take a break, do something active to increase blood flow to your brain, and return to your unfinished task with new energy.

If a student is experiencing difficulty in a subject or on a particular assignment, or if they have been absent, they are encouraged to seek extra help from their teachers and parents. Extra help sessions can be arranged at times that are convenient for both the teacher and student. Many teachers are willing to stay late, come early, or find additional time during the day to help students meet their learning goals. Don't be afraid to speak up! Asking for help is an admirable quality – one which will pay off when your work is evaluated!

At times, a teacher may request that a student stay for additional help if it is apparent that a student is having difficulty with the concepts under investigation. This is not to be thought of as a punishment, rather as the desire of the teacher to help you make the progress of which you are capable!

SCHOOL SAFETY

The safety of our students is a high priority. During the school day, all outside access doors are locked. Visitors are asked to report immediately to the Main Office upon arrival to be signed in and issued a visitor's badge. Anyone removing a child from school during the school day must show positive picture identification and must be on a student's emergency data sheet. Thank you in advance for your cooperation.

STUDENT ATTENDANCE

If your child is absent, please notify the school at your earliest convenience by calling **822-9426**.

Morning Arrival: School begins promptly at 7:55 am. Supervision in the school yard begins at 7:35 am. When students arrive at the school, they are expected to remain outside as weather permits. Students who eat breakfast in the cafeteria should report directly inside at 7:35 am. Breakfast is served in Multi-C from 7:35 to 7:45. Students will remain in their assigned areas until the first morning bell rings at 7:45 am.

Absences: Student attendance is one of the keys to student success. Students are expected to attend school regularly in order to receive credit for courses taken. According to our district policy, students absent more than twenty-four (24) days without medical excuses may be retained in their present grade. Exceptions may be considered upon written appeal to the building principal.

Parents will be contacted by the building principal or designee if 50% of the allowable absences have been accrued by the mid year, thereby giving notice to the student who may be in danger of falling short of meeting the minimum attendance expectations.

When a child is absent for ten (10) days without valid medical excuses, he/she will be considered truant and will be referred to truancy court.

Tardiness: It is reasonable to expect that there may be occasions when a student might be late for school for such reasons as traffic, poor weather, oversleeping, etc. However, these are not considered excused tardies, even when accompanied by a note from a parent/guardian. Therefore, students are given several warnings before consequence are assigned.

Acceptable excused tardies occur when a student has business that cannot be attended to outside of the school day (i.e. appointments with a physician/dentist/orthodontist or other health professional, a court appearance, a funeral, or late bus). Such events must be accompanied by appropriate documentation.

A student who arrives after 7:55 am is considered tardy and must report to the main office. Excessive tardies, more than four, will be referred for disciplinary action.

1st, 2nd, 3rd and 4th tardy – Student is informed (by homeroom teacher) that unexcused tardiness is unacceptable to school authorities. Students are warned that additional (unexcused) tardies will result in office detention.

5th tardy - Student receives notification/warning of excessive tardies from principal or designee.

6th or more tardies - Student receives after-school detention/retention assigned by principal or designee.

Continued violations may result in other disciplinary actions to include, but not limited to, Truancy Court. Parents may be contacted for a conference.

Vacation While School is in Session: We recognize that there are instances when parents will remove their students from classes for a short period of time. It is important to note that much of the learning opportunities the student will miss are directly connected to classroom activities. Thus, the completion of a worksheet or similar type assignment may not afford a student the optimal learning experience. Therefore, vacations when school is in session are strongly discouraged. **Days missed due to a vacation are considered unexcused absences.**

In the case of a student being removed for vacation, parents should contact the guidance office in advance and complete an **Unexcused Vacation Form**. Additionally, parents should inform their child's teachers so the child may complete appropriate work within a reasonable time period.

Truancy: Students who are truant will not receive credit for missed work. The offense will result in the assignment of after school retention. Additional offenses will require a conference with the parent at which further action deemed appropriate may be imposed.

A student absent for ten days without a valid medical excuse will be considered truant and will be referred to Truancy Court.

Make-Up Work: When a student is absent from class for any reason, it is his/her responsibility to make up the work missed. General guidelines state that a student has 24 hours for each class missed to complete missing work. Other arrangements can be made at the teacher's discretion. Failure to make up missing work will factor into the evaluation of students overall progress.

Students who are absent from physical education class are required to make up missed days. Students may either arrange an after-school makeup session in which the student is engaged in a physical activity or the student may choose to do one of the following:

- Create a picture collage of a sport
- Write an essay describing a sport/sporting event of choice

Criteria and rubrics are available from the physical education staff. As with academic courses, makeup work is due within a reasonable time period (as described above) or at the discretion of the physical education teacher. Students who have a medical excuse from a doctor are not required to make up any missed classes. Any student who receives a zero throughout a trimester is unable to make it up.

Early Dismissal: In the event a student needs to leave school early for an appointment, he/she must bring a note from the parent to the front office in exchange for a pass at the specific

time to return to the main office. The note should include the student's full name, the name of the student's team, and the time they are to be released. The parent must come to the main office, present a license and sign the student out.

School Cancellations: On occasion it may be necessary to cancel school due to bad weather or a mechanical difficulty at a particular school. On such an occasion, families affected will be notified by the emergency phone system, television, and radio announcements, usually between 5:45 AM and the start of school. The same method will be used to inform families in the event of an early closing.

For announcements related to school cancellations, please listen to WPRO (92 FM) or tune to channel 6, 10, or 12 on your television.

TRANSPORTATION

Riding the school bus is a privilege for the students attending Coventry Public Schools. The bus driver is responsible for transporting students to school safely to and from school and considered an agent of the school during this time.

The Bus Company reserves the right to revoke a student's transportation privileges for unacceptable behavior.

Students should abide by the rules set forth by the driver including:

- Students shall sit in assigned seats as deemed appropriate by the bus driver.
- Only those students who are scheduled to take the bus may do so. Changing of busses without permission from the First Student Bus Company is not acceptable. If a change is necessary, a parent must call First Student at 822-9405.
- Parents may request that their child ride another bus for a day. Bus notes should be given to Mrs. Sturdahl or designee. The note should state the student's name, the number of the bus the child plans to ride, a signature from a parent/guardian, and a phone number at which a parent/guardian can be reached. A student may be denied permission to ride a different bus if it is "at capacity" and cannot accommodate them for safety reasons.
- Students are expected to follow appropriate behavior standards at the bus stop and while on the bus. When appropriate, violations will be referred to school administration for disciplinary consequences. The following behaviors are prohibited and will not be tolerated:
 - ◆ Use of Profane Language

- ◆ Vandalism
- ◆ Physical Altercations
- ◆ Bullying and/or Verbal Altercations
- ◆ Littering on the Bus or from the Vehicle
- ◆ Smoking
- ◆ Other Forms of Inappropriate Conduct

BREAKFAST AND LUNCH PROGRAMS

The school cafeteria, managed by Chartwells Food Services, provides well balanced and nutritional meals for students at ASFMS at reasonable prices. Students may purchase breakfast in the morning, including hot sandwiches, bagels, muffins, cold cereal, milk, and juice as well as other specialty items.

During the thirty-minute lunch block, students have the opportunity to eat a lunch brought from home or to purchase a lunch prepared by the Chartwell’s employees. Hot lunch selections vary daily. Each day students also have a choice of pizza or hot sandwiches. All lunches include milk and two side dishes (offerings usually consisting of salad, fresh fruit and canned fruit.) Milk and juices are also available for purchase for students who bring their lunch to school.

Lunch menus are available in the cafeteria. Students may pre-pay for lunch. Forms are available in the cafeteria and on the school web page with prices for the pre-pay program.

Free and Reduced Lunch Program

An informational packet is sent home at the beginning of the year explaining the free and reduced lunch program. If you think you may be eligible for either of these programs, please fill out the form and return it to school as soon as possible. Free and Reduced Lunch Forms should be returned to Assistant Principal Gomes by September 15, 2008. If you have students attending more than one school, we will forward a copy of your form to the other school(s). **Forms are also available on the ASFMS website.**

SCHOOL INSURANCE

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

BEHAVIORAL EXPECTATIONS

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.

SCHOOL DANCES

School dances are on a Friday of most months (dates subject to change.) All school rules, including behavioral expectations and dress code, are in effect during the dance.

School dances are from 6:30 PM – **9:00 PM**. Only students from ASFMS will be admitted. Tickets will be sold in school prior to the dance. Tickets are not sold at the door.

In order for a student to attend the dance, he/she must be dropped off at the door. An adult must come into the building following the dance to pick up each student. Students will not be released without an adult escort.

SCHEDULING & TEAMING

It is our goal to place every student on a team where he/she can excel. When students enter ASFMS, many things are taken into consideration when placing them on a team including, but not limited to, learning needs, teacher recommendation, and elective choices.

Students entering the 7th grade are placed on a looping team. This structure allows students, parents, teachers, and guidance counselors to work together for two years. Looping results in the building of strong relationships between students and their teachers. Research indicates that this structure often leads to improved academic achievement and personal growth.

Scheduling - Team teachers are responsible for the scheduling of students on their team. They work to place students in groups which will best meet their learning needs intellectually, socially, and emotionally. At the ASFMS, classes are heterogeneously grouped. Teachers individualize instruction to meet the learning needs of all students. If your child has any special needs, (including 504 plan, advanced learning ability, behavioral needs, physical needs, etc.) please inform the team as soon as possible so those needs can be addressed.

Lockers - Each student will be assigned a locker in his/her team area during the first few days of school. Students are not allowed to carry backpacks or tote bags during the school day. Due to a limited number of lockers, some students may be asked to share. Students should be careful not to lose or give out their combination. The school is not responsible for missing items.

Students have access to their lockers before homeroom and before the end of the school day. Individual teams will also decide on other appropriate locker times during the day. You

may not switch or share lockers without the express permission of an assistant principal.

A reminder that the locker is the property of the school and access to a locker is a privilege. Lockers are subject to inspection by school personnel at any time.

SUPPORT SERVICES

Guidance Counselors

At ASFMS our guidance counselors' main purpose is to help all students attain maximum personal and educational development. We believe that students are people worthy of respect, and the entire educational experience should encourage the individual to reach his or her maximum potential as an integral member of our learning community. The guidance counselor will assist students with personal, academic, and social concerns as well as to help in the selection of appropriate school courses.

The guidance department invites parents to use the varied services provided by the counselors including:

- sharing information about the development of young adolescents
- serving as a liaison between parents and teachers
- attending parent/teacher conferences as an advocate for the student
- educational and career planning
- helping parents to understand their child's educational progress

Please feel free to contact our Guidance Department with any questions or concerns.

Important: If a family moves or changes their phone number during the school year, the Guidance Department must be notified.

Student Assistant Program

ASFMS is fortunate to offer our students a Student Assistance Program. The program is provided by RIEAP, Inc. Student Assistance Services which is funded by the Rhode Island Department of Mental Health, Division of Behavioral Health Care Services and Federal Drug Free grants obtained by the school department. The Student Assistance Program is a substance abuse prevention and early intervention program. The program provides alcohol and drug education and supportive counseling services to students in our school. It is anticipated that this program will accomplish the following goals:

1. To **prevent** the development of alcohol and drug abuse among students;
2. To **reduce** the incidence of alcohol and drug related problems among students.

Ms. Susan Davis is the Student Assistance Counselor for our middle school. She works full time and even has some evening hours to see parents and make presentations to community groups. Ms. Davis has a Master's Degree in Social Work, extensive experience working with adolescents and specialized training in prevention and early intervention strategies with adolescents. She is paid by RIEAP, Inc. and Student Assistance Services and is supervised by the Student Assistance Program and the building principals.

Ms. Davis will be available to see students who are using alcohol or drugs, or have personal, school or family problems that could lead to alcohol, drug abuse, or other unhealthy behaviors. If you are worried about your child's behavior and would like to speak to Ms. Davis or have her speak to your child, please call her directly at school (822-9426). All calls are confidential.

This program has helped many students make responsible choices, has educated students about the dangers of drug abuse, and has helped others get outside help for related problems. **In order to evaluate the effectiveness of the Student Assistance Program, and to make continuing improvements, the state requires us to collect anonymous data from participating students.** If for any reason you would not like your child to be seen by the Student Assistance Counselor, please contact Ms. Davis or the building principal.

We are very pleased to offer this valuable program to the students in our school. Please feel free to call with any questions.

School Resource Officer (SRO)

ASFMS is pleased to have a partnership with the Coventry Police Department. This partnership is demonstrated through our SRO, Mr. David Fraatz. He has an office in our school and works as an active member of our school community. His main responsibilities as a SRO include:

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

Health Office

When ill during school hours, students will be issued a pass to the health office. No student is to go to the health office without permission from the teacher whose class the student is scheduled to attend.

Students will not be permitted to leave school due to illness without first seeing the school nurse. It is important to note that students are not allowed to call home to request a parent pick them up. If this occurs, parents are asked to contact the school nurse who will evaluate the student. Use of a cell phone to contact a parent may result in loss of the phone (see Electronic Device Policy).

In order to comply with RI Law 103.1, health and dental examinations for pupils entering the seventh grade will be due in September. The school physician and school dentist will examine students who do not return the required examination forms. Also, any student wishing to try out for sports must have a physical dated after August 1st.

Before a student can be admitted into the seventh grade, the new RI Department of Health regulations require proof of the following:

- ✓ DT booster (diphtheria and tetanus) if the last immunization was more than five years ago.
- ✓ proof of having had chicken pox or the varicella vaccine
- ✓ four (4) polio vaccinations
- ✓ two (2) MMR (measles, mumps and rubella) immunizations
- ✓ Hepatitis B series

COVENTRY PUBLIC SCHOOLS POLICY REGARDING MEDICATION FOR STUDENTS

Parents are advised to give medication at home during non-school hours. If it is necessary that medication be administered during school hours, the following regulations must be followed:

- Only medication prescribed/advised by a physician or dentist will be administered by the nurse. This includes both prescription and most over the counter medications.
- All medication brought to school must be in the original prescription container. Over the counter medications should also be in the original container. Students must give the medication to the school nurse at the beginning of the school day.
- A separate medication consent form must be completed and signed by a physician for each medication.
- All medications will be kept in a locked area. The certified school nurse teacher, a student's parent or guardian, or parent designee will administer all medications.
- Students may self-carry and self-administer inhalers and epinephrine auto injectors if the physician has so stated on the medication consent form. A "medication pass" will be issued to these students.

If at any time a student with a medication pass fails to demonstrate ability to self-administer in a responsible manner, he/she shall be subject to review of procedure. Aspirin-free substances (acetaminophen, ibuprofen, benadryl and antacids) may be administered upon authorization of parents. If a student requires more than three doses at any one medication within one school year, written orders from the child's health care provider will be required.

- Under no circumstances shall controlled substances be self-carried or self-administered. Any student found in possession of medication without a medication pass will be subject to disciplinary action.
- Epinephrine auto injectors can be administered by school personnel who have been trained, the student medically identified, or in the event that no trained personnel are available, any willing person.
- In order to accommodate students' need for medication on a field trip, the following options are available:
 - ✓ The parent may attend the field trip and administer his/her child's medication.
 - ✓ The parent may send an adult designee. A note identifying the designee and giving permission must accompany the medication which must be sent from home. The school supply cannot be used. The medication should be put in a secure container labeled with the student's name, dosage, and time of administration.
 - ✓ The prescribing physician may indicate that the student may self-carry and self-administer the medication.
 - ✓ The prescribing physician may indicate that the medication may be omitted on the field trip.

LOST AND FOUND

There are lost and found bins located in both the girls' and boys' gym locker rooms as well as in the multi-purpose rooms. If you have lost a valuable item, please report your loss to the main office as soon as possible.

Do not bring valuables or large sums of money to school. The school faculty and staff do everything in their power to safeguard private property; however, the school is not responsible for lost or stolen items.

PHOTOGRAPHS, VIDEO RECORDINGS & INTERNET POSTINGS

At times during the year, photographs and/or videotapes may be taken of students engaged in a school related activity. Pictures and video help to convey and illustrate the educational experience and may be used in the classroom or published in school newsletters or community newspapers, or placed on team web-pages. Students' rights will be protected

at all costs. If you do not want your child's image to be used for these purposes, please contact the school in writing.

FIELD TRIPS

Field trips are considered part of the curriculum and students are expected to participate. As these are important school experiences, parents are asked not to allow students to remain at home while his/her class is on a field trip. If a student elects not to participate in a field experience with parent permission, he/she must attend school.

Students will never be excluded from a field trip due to financial constraints. Parents should discreetly inform a team teacher of financial concerns, and the cost of the trip will be adjusted or covered as appropriate. Such information will be kept confidential.

Teams set criteria for field trip eligibility based on student behavior in school and the classroom. If a student becomes ineligible to participate due to behavioral concerns, they are still required to attend school. Absences from field trips count as unexcused absences and may affect standing based on attendance policies.

Note: Band and Chorus usually have an end of the year field trip. These trips are quite expensive. Students are told in the beginning of the year the cost of the trips. There are several fundraising opportunities to defer some of this cost. Also, 8th grade has an outing at the end of the year in addition to other team field trips.

Administration reserves the right to remove a student from a field trip due to behavior concerns.

EXTRACURRICULAR ACTIVITIES

Each student is encouraged to participate in one or more extracurricular activities to develop physical, social, emotional, and intellectual talents. Though our school offers a wide range of clubs and activities, opportunities change each year based on student interest and funding. If you are interested in joining a club or activity, please be sure to let your teachers, guidance counselors, and administrators know so that we may work to provide appropriate clubs and activities for our students.

Clubs and activities may include:

- ✓ Cheerleading
- ✓ Jazz Ensemble and Select Chorus
- ✓ Drama Club
- ✓ National Junior Honor Society
- ✓ Student Council
- ✓ Showcase Variety Show
- ✓ Robotics Club
- ✓ Yearbook

Co-Ed Intramural Sports have included:

- ✓ Basketball
- ✓ Cross Country
- ✓ Golf
- ✓ Indoor Soccer
- ✓ Volleyball

INTERSCHOLASTIC SPORTS

ASFMS is a participant in the Interscholastic League sports program. Selected players must attend all practices, meetings, and games. Uniforms and transportation to games are provided. Students must meet the eligibility requirements of our school and the Interscholastic League. Notably, students must have completed work at a level which would qualify them as "promotable" as defined by the promotion policy.

- ✓ **Soccer** is a 10 week program with tryouts held the first week of school. The soccer team is co-ed.
- ✓ **Boys' and Girls' Basketball** consists of a 16 week long season beginning in November.
- ✓ **Boys' Baseball and Girls' Softball** consists of a 16 week long season. Tryouts are held in March.
- ✓ **Wrestling** is offered in the winter season. The wrestling team is co-ed.

Eligibility

Students participating in Interscholastic Sports must...

- Have a physical dated no earlier than August 1, 2008.
- Complete the **Permission to Participate in Interscholastic Athletics and Medically Treat**
- Complete the **Assumption of Risk Form**
- Complete the **ASFMS Athletic Pledge**

Forms distributed by coach before tryouts. Forms are also available in Mr. Gomes' office.

All eligibility forms must be completed and returned before the first day of try-outs and/or practice.

Affirmative Action Policy

It is the policy of the Coventry Public School System to provide equality of opportunity in the educational programs and activities it operates. The Coventry School System shall not discriminate in admissions, treatment, and access to education programs, activities, or facilities or in regard to employment opportunities on the basis of race, color, creed, national origin, age, marital status, handicap, or gender.

COVENTRY PUBLIC SCHOOLS SCHOOL CALENDAR 2008-2009

KEY

SCHOOL
DAYS

SCHOOL
DAYS

	M	T	W	T	F		M	T	W	T	F	
4	AUGUST 2008						FEBRUARY					15
	18	19	20	21	K		2	3	4	5	6	
	25	<26>	27	28	29		9	10	11	12	13	
							16	17	18	19	20	
							23	24	25	26	27	
20	SEPTEMBER						MARCH					21
	1	2	3	4	5		2	3	4	5	6	
	8	9	10	11	12		9	10	11	12	13	
	15	16	17	18	19		16	17	18	19	20	
	22	23	23	25	26		23	24	25	26	27	
	29	30					30	31				
22	OCTOBER						APRIL					16
			1	2	3				1	2	3	
	6	7	8	9	10		6	7	8	9	10	
	13	14	15	16	17		13	14	15	16	17	
	20	21	22	23	24		20	21	22	23	24	
	27	28	29	30	31		27	28	29	30		
15	NOVEMBER						MAY					20
	3	4	5	6	7						1	
	10	11	12	13	14		4	5	6	7	8	
	17	18	19	20	21		11	12	13	14	15	
	24	25	26	27	28		18	19	20	21	22	
							25	26	27	28	29	
15	DECEMBER						JUNE					16
	1	2	3	4	5		1	2	3	4	5	
	8	9	10	11	12		8	9	10	11	12	
	15	16	17	18	19		15	16	17	18	19	
	22	23	24	25	26		22	23	24	25	26	
	29	30	31				29	30				
19	JANUARY											
				1	2							
	5	6	7	8	9							
	12	13	14	15	16							
	19	20	21	22	23							
	26	27	28	29	30							

95

88

<p>9/1 - Labor Day 9/9 - Primary Election Day 10/13 - Columbus Day 11/3 - Parent/Teacher Conferences 11/4 - Election Day 11/11 - Veterans' Day 11/27 & 11/28 - Thanksgiving Recess 12/22 - 1/2 - Holiday Recess</p>	<p>1/19 - Martin Luther King Jr. Day 2/16 - 2/20 - Winter Recess 3/25 - Parent/Teacher Conferences 4/10 - Good Friday 4/13 - 4/17 - Spring Recess 5/25 - Memorial Day 6/22- or 183rd Day = Last Day of School</p>
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= No School - Holiday/Vacation/Other

ALAN SHAWN FEINSTEIN MIDDLE SCHOOL OF COVENTRY

GUIDANCE DATA SHEET

It is important that all families fill out this form completely and return it to school no later than **Friday, September 5, 2008**. The information contained on this sheet is extremely important in helping the Guidance Department communicate with families. This information will be shared only with team teachers and administrative staff. We thank you in advance for your cooperation and timely attention to this matter.

Student: _____ **Birth Date** _____
 LAST FIRST MIDDLE

Home Address _____ Telephone Number _____

Grade _____ Team _____ Homeroom _____ Bus Number _____

Father's Name: _____

Father's Address: SAME AS STUDENT OTHER _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email Address: _____

Mother's Name: _____

Mother's Address: SAME AS STUDENT OTHER _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email Address: _____

Parental Restrictions: (School must be provided with court documentation) no yes

Please sign and return this sheet to your **Homeroom Teacher** no later than **Friday, September 5, 2008**.

Alan Shawn Feinstein Middle School of Coventry

Physical Education Contract

Passing physical education is required in order to advance to the next grade level. Any student failing physical education with a grade of 2.0 or lower will be required to attend summer school physical education. In an effort to keep all students and parents informed of the physical education policies, a contract has been created.

I, _____, hereby agree to adhere to the following
(Student's name)

physical education guidelines and expectations.

(Student's signature)

(Date)

(Parent's signature)

(Date)

1. All students must change into appropriate physical education attire as stated in the student handbook. Failure to comply with stated expectations will result in a zero for that class.
2. Appropriate athletic footwear should be worn for all physical education classes. NO open toed shoes, sandals, or open back sneakers.
3. A total of 5 zeros per trimester will result in a failing grade.
4. Any student who has concerns about changing in the locker rooms is strongly encouraged to seek out a member of the physical education department to work out alternate arrangements.
5. Feel free to call the physical education staff with any questions or concerns at 822-9426, ext. 330.

Please sign and return this sheet to your **Physical Education Teacher** no later than **Friday, September 5, 2008**.

Alan Shawn Feinstein Middle School of Coventry

Student and Parent Contract *2008-2009*

The administration requests that parents read the student handbook carefully and become familiar with its content. The handbook outlines the rules of our school, an explanation of services and programs we offer, and our expectations for the education of your child. We hope you will find this information useful and look forward to working with you so that your child may experience a rewarding school year.

Appropriate use of computers is expected by all students. Any misuse of technology in any manner will result in disciplinary action and possible legal action as well. The District's complete Computer Policy is on the district website – www.coventryschools.net.

By signing below you have indicated that you have read, discussed, and will adhere to the policies and practices:

1. Outlined in the Alan Shawn Feinstein Middle School of Coventry Handbook.
2. Coventry School's Acceptable Use Policy on the district website – www.coventryschools.net

Student Signature

Parent/Guardian Signature

Please sign and return this sheet to your **Homeroom Teacher** no later than **Friday, September 5, 2008**.

