Coventry Public Schools Mission Statement

The Coventry Public Schools, with community partnerships, educate, inspire, and motivate students to be lifelong learners.

Coventry School Committee
Ms. Katherine M. Patenaude, Chairperson, District 2
Mr. David Florio, Vice-Chairperson, District 4
Ann M. Dickson, EdD, District 1
Mrs. Donna Kalunian, District 3
Mr. James Pierson, District 5

Superintendent of Schools
Mr. Craig Levis

Assistant Superintendent
Mrs. Laurie Andries

Alan Shawn Feinstein Middle School Administrators
Mr. Joseph Lucian, Principal
Mrs. Lisa Goodwin, Assistant Principal
Mrs. Azadeh Noorbaloochi, Assistant Principal

Curriculum Coordinators
Mrs. Cynthia Ballard, English
Mrs. Nikki Scheib and Mr. Kevin Seekell, Mathematics
Mrs. Abby Sutton, Science
Mr. Ted Mitchell, Social Studies
Mrs. Dawn Pullano, Unified Learning

Guidance Counselors
Mrs. Lori Lebrun, Grade 6
Mrs. Cheryl Fran-Sevigny, Grade 7
Mrs. Trish Dorchies, Grade 8

Student Support Staff
Mr. James Normand, Dean of Students
Mrs. Jennifer Donnelly-Taylor, School Psychologist
Ms. Teresa Ellstrom, Social Worker
Mrs. Jennifer Preiss, Social Worker

The Coventry School Department does not discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations.
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Dear ASFMS Families,

It is with great pleasure that I write this message. I have been a proud member of the Coventry High School Family and the Coventry community for the past 11 years. Last year, I was presented with the great opportunity to lead Alan Shawn Feinstein Middle School into a new horizon, which I enthusiastically accepted. There is a fondness in my heart for this middle school as it has molded thousands of students who have passed through the high school during my tenure. It was always great to hear about the positive experiences students and families had while here, and now I get to become a part of this great middle school community. Collaboration is always a cornerstone to any successful venture, so making teamwork a priority between all stakeholders is an important goal. I believe our job as educators is to lead students to develop a strong work ethic while learning to search for answers to questions that arise. My vision is and will continue to be to empower lifelong learners who have fun while they explore their interests. Additionally, ASFMS strives to foster a community where students are responsible for their action, encouraged to show empathy towards those in need.

I’d like to thank everyone for a wonderful year at ASFMS. We hope to continue to partner with families and the community to serve our students. Our goal for the 2018-2019 school year continues to be centered around students’ academic, social, emotional and physical well-being. Please continue to reach out to me if there is anything that I can do to assist you and your student throughout the middle school. As always, I wish everyone the best for the upcoming school year. I am excited for another great year!

Sincerely,

Joseph Lucian
ASFMS Principal
ASFMS MISSION STATEMENT

Educational excellence…
developing reliable, responsible, respectful lifelong learners,
one student at a time.

ASFMS VISION

Feinstein Middle School is a place where students, staff, and community foster a
growth mindset through collaboration and partnership to create opportunities to
maximize learning and personal growth of ALL students.

General Information

ATTENDANCE (Student Attendance Policy)

Regular and punctual attendance is essential to the overall academic, social and emotional development of students. The daily exchange between and among students and teachers is essential to student learning. Parents, students, and school personnel must work together to help students take advantage of their educational opportunities.

The Coventry Public Schools is required by law to monitor student daily attendance. Detailed student attendance reports are provided to the Rhode Island Department of Education (RIDE) and are used for individual student review, as well as district and state comparisons across organizations and jurisdictions. The Coventry Public Schools administration shall monitor student compliance with the attendance policy. Parental influence is critical to supporting regular school attendance. It is the responsibility of the parents/guardians of students to convey to students the importance of regular and punctual school attendance

MORNING ARRIVAL

School begins promptly at 8:05 am. Supervision in the school yard begins at 7:45 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 7:45 am. Breakfast is served in the Multi-Purpose Room C. from 7:45 to 7:55 am. Students will remain in their assigned areas until the first morning bell rings at 7:55 am.

ABSENCES

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. Attendance is mandated by RI General Laws 16-19-1 which is cited at the end of the Handbook in Appendix A.

The following shall not be considered absences and shall not count against students:

- Out of school suspension
- Off-campus for school-sponsored events
- Scheduled meetings with school personnel
- Religious observances

The following absences are considered excused:
- Illness confirmed by a parent note (no more than 3 notes per trimester)
- Doctor’s note required if illness exceeds three days
- Dental appointments by a dentist note
- Family bereavement (parent note is accepted)
- Legal/court obligations confirmed by a note from the courts

For an absence or tardiness to be excused, a parent/guardian must provide a signed, written explanation on the day of the student’s return.

EXCESSIVE ABSENCES

Students need to be in school. When a child has accumulated five or more unexcused absences, our Data Team will review attendance and conduct concerns. The following steps will take place in case of excessive absences:

5 unexcused absences: The grade level counselor will meet with the student to discuss attendance concerns, identify student needs and offer possible supports to improve attendance. Parent or guardian will be notified.

10 unexcused absences: Attendance letter will be sent home to communicate school concerns and to inform parent/guardian of possibility of Truancy court referral.

12 unexcused absences: Parent/guardian may be asked to meet with school personnel to discuss attendance issues, and/or the district attendance officer will be notified by school personnel for possible visit to the student’s home and meet with the parent/guardian to address attendance concerns.

15 unexcused absences: School and district personnel may submit a petition to the Family Court Diversionary Calendar. Parents will be contacted by Truancy Court personnel to meet with them and address attendance concerns. If these concerns are not appropriately addressed at this level, the case will be submitted to Family Court.

TARDINESS TO SCHOOL

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. However, the school will excuse up to 3 tardies per trimester when accompanied by a parent note. Acceptable, excused tardies occur when a student has business that cannot be attended outside of the school day (i.e. appointments with a physician/dentist/orthodontist or other health professional, a court appearance, a funeral, or if a bus is late). Such events must be accompanied by appropriate documentation such as parent or doctor’s notes.

A student who arrives between 8:05 and 8:10 is considered tardy and must report to homeroom. After 8:10 AM, a student needs to report to the main office. Three (3) unexcused tardies are calculated to equal one (1) unexcused absence for purposes of truancy. Excessive tardies (more than three per trimester) will be referred for disciplinary action. The following is the school’s response to tardiness:

Tardy 1-3 times: Student is informed (by homeroom teacher) that unexcused tardiness is unacceptable to school authorities. Students are warned that additional (unexcused) tardies will result in a parent contact and/or meeting.

Tardy 4-5 times: Student and parent/guardian receive notification/warning of excessive tardies from Administration.

Tardy 6+ times: Mandatory Parent/guardian meeting, a school social worker and/or administrator may conduct a home visit.

TARDINESS TO CLASS

All students are expected to be on time for their classes. If a student is detained, the student should obtain and present a pass when arriving to the next class. Students cannot leave class to secure a pass. Students who are in attendance and
arrive to class more than 5 minutes late without a pass will be considered tardy for that class and will receive appropriate consequences as determined by the tardiness consequences (Refer to Consequences for Inappropriate Behavior).

**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 or government photo-ID and sign the student out.

**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 the student’s overall progress. Parents may call the school to request make-up work for a sick student.

Like other classes, students who are absent from Physical Education (PE) class are required to make up the missed work. Students may either arrange an after-school makeup session in which the student is engaged in a physical activity or completes an alternate assignment. Criteria and rubrics are available from the PE staff. Students who have a medical excuse from a doctor may not be required to make up the missed work. Any student who receives no credit for most of the trimester is unable to make up missed work.

**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 on a vacation or family trip, 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.

**SKIPPING CLASS**
Students who intentionally skip a class may not receive credit for missed work. The offense will result in a disciplinary consequence. Additional offenses will require a conference with the parent/guardian at which point further appropriate action may be imposed. Refer to Consequences for Inappropriate Behavior.

**BACKPACKS/BOOKBAGS**

While it is permissible to use a backpack, tote or a book bag to carry belongings to and from school, our hallways are just too crowded and it becomes a safety issue to allow these items in school. Backpacks and the like (including mini and designer backpacks) must be kept in the locker but are allowed to be carried to the student’s last class of the day. It is acceptable for students to carry Chromebook cases.

**BREAKFAST AND LUNCH PROGRAMS**

The school cafeteria provides well-balanced and nutritional meals for students at ASFMS at reasonable prices. Students may purchase breakfast in the morning, including hot breakfast sandwiches, bagels, muffins, cold cereal, milk, juice, and snacks 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 food service company. Lunch menus are available in the cafeteria and on our ASFMS website. 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.

Parents may pre-pay for meals by adding funds to their child’s account. See the Parental Information Tab on the District’s web site.

**No food or drink should leave the cafeteria except for capped water bottles. No open container drinks (coffee, hot chocolate, soda, energy drink) are allowed in school.**

**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 the student’s homeroom teacher by September 18, 2017. If a family has students attending more than one school, we will forward a copy of your form to the other school(s). [Forms are also available here.](#)

**CHROMEBOOKS (Digital Technology Acceptable Use and Internet Safety Policy)**

Chromebooks provided to students are school property. Students should only be using their Chromebooks for school related purposes; and the school reserves the right to confiscate a student’s Chromebook, monitor activity, add or delete programs, aps, etc. Chromebooks should be closed when walking in the halls or when exiting the building. It is the responsibility of students to maintain the condition of Chromebook computers.

It is the responsibility of students to report damage to -or problems with -a Chromebook by submitting a Repair Order. Students must to check their Coventry Public Schools email on a school or home computer for status of their Chromebook repair. Loss or stolen Chromebooks should be reported to an administrator.

**CELL PHONES and OTHER PERSONAL ELECTRONIC DEVICES**

Electronic devices (as defined in Digital Technology Acceptable Use Policy) and headphones should only be used at the discretion and direction of staff. In case of an emergency, parents are urged to call the main office to get a message to their child. Students have access to the main office if it is necessary to call a parent. Student use of ALL personal electronic and wireless devices is strictly prohibited during the instructional day unless used is in accordance with the allowed times for authorized use set forth below:

- Before the beginning of the instructional school day
- After the dismissal bell at the end of the instructional school day
- During classroom instruction when directed by a teacher
- During their lunch period
- As delineated in a student’s IEP or 504 plan

*Any violation will result in confiscation of the device. Parents/guardians may have to pick up the device after the first three violation.*
DRESS CODE (Student Dress Code Policy)

Any dress or appearance that disrupts the learning environment or students’ educational process is strictly prohibited. The responsibility of dress involves both the student and parent. If the student’s attire does not adhere to the guidelines below, students will be requested to change. We have t-shirts and pants if necessary or a parent/guardian may be notified to bring a student a change of clothes. The student will be prohibited from class until he/she has complied with dress guidelines.

GUIDELINES FOR STUDENT DRESS:
- Student shall wear attire that is clean, modest and safe.
- Students shall not wear attire that causes or is likely to cause a material disruption to the orderly operation of the school, attire that promotes illegal or harmful activities, or attire that could endanger the health or safety of that student or others during the school hours and school-related activities.
- Minimum Safe and/or Appropriate Attire:
  - Students shall wear clothing that includes both a shirt (top) with pants/slacks/jeans or a skirt, or a dress or the equivalent.
  - Students shall wear shoes or sneakers that are safe for all activities.
  - Students shall not wear hats, hoods or head dressings in school buildings except when there are medical reasons prescribed by the student’s physician, or as an expression of religious beliefs.
  - Students shall wear clothing that, at a minimum, completely covers the body from chest to mid-thigh.
  - Students shall wear clothing that shall cover undergarments.
  - Students shall not wear clothing that is see-through.
  - Students shall wear clothing that is suitable for all scheduled classroom activities, including physical education, science labs, shop classes, and other activities where unique hazards or specialized attire or safety gear is required.
  - Students shall not wear sunglasses in classrooms/buildings unless prescribed by the student’s physician

Disruptive Attire:
- Students shall not wear attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol, drug or drugs, pornography, or hate speech are prohibited.

The consequences for dress code violations:

First Offense: Students will be requested to change. T-shirts and pants are available, if necessary. Parents may be called to bring in a change of clothing.

Second Offense and all thereafter: Students will be requested to change and 1-hour detention may be given.

PHYSICAL EDUCATION - DRESS CODE
Students should be prepared for every class with appropriate physical education attire. This should include a t-shirt or sweatshirt, shorts or wind/sweatpants and sneakers. Fashion sneakers and sneakers without backs are unacceptable. Sneakers MUST be tied tightly. Sneakers must have proper foot support. Jeans or jean shorts, spaghetti strap shirts and short shirts are unacceptable. Boys’ shorts should be worn around their waist. Students must change completely even if he/she wears a similar outfit to school. NO pajamas allowed.

A mesh bag may be used for Physical Education gear, deodorant, sneakers and water bottle only. Spray deodorant and cologne are not permitted.

PHYSICAL EDUCATION-MEDICAL EXCUSE
Students with medical excuses from a doctor will not be allowed to participate in PE until the date on the note. Any note reading ‘until further notice’ will need another note from the doctor saying it is OK to resume physical activity with the date clearly stated. In addition, students with notes to not participate in PE will NOT be allowed to participate in any physical school activities after school for the duration of the medical excuse.

**EMERGENCY FORMS**

Each year, parents are asked to complete Emergency Care Forms which give information about how to contact a parent in case of an emergency, as well as designated people who can be called in the event that parents cannot be reached or those that can sign to release a student from school. Parents should be sure that the designated people are willing to pick up the child at school if it is necessary. Parents are also responsible for updating information on the Emergency Form if any of the information should change. Only those individuals listed on the Emergency Form as authorized may pick up a child from the school. The appropriate legal documentation regarding people prohibited from having contact with a child must be kept on file in the office. (The new emergency forms replace pink cards.)

**EMERGENCY & FIRE DRILLS**

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. Lockdown and Evacuation drills will occur throughout the year. The following rules/procedures apply:

1. Students are expected to know the proper exit from any location in the building. These exits are posted near the doorway of all classrooms.
2. Listen for directions. Walk in a calm and orderly manner without talking. Avoid walking through or over a group of people.
3. Be ready to act in case of emergency. Stay calm, think clearly, and avoid any confusion.

Due to the serious nature of emergency drills, violations will be treated seriously. Inappropriate behavior will not be tolerated and will result in a school consequence.
FIELD TRIPS

Coventry District Field Trip Policy

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 the class or team is on a field trip. If a student elects not to participate in a field experience with parent permission, the student 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.

Parents/guardians who attend field trips with their students must follow the School Volunteer Policy requiring a BCI check and signed Coventry Volunteer Statement of Confidentiality. These documents can be found on school website.

- Please refer to “Health Office” section, regarding students with medical concerns and needs.
- Absences from school on the days that any field trip is held count as unexcused absences and may affect standing based on attendance policy.

**Note:** For the 7th and 8th grade end-of-year outings, any student whose total number of suspensions, ALC and detention hours are equal or greater than a ten-day suspension, in one academic year, may be disqualified. Students who wish to participate may gain the privilege back by completing a predetermined and mutually agreed upon task between the student, parent and the administration. (Refer to Accumulated Social Suspension)

Administration reserves the right to remove a student from a field trip due to inappropriate/unsafe behavior at that time.

HEALTH AND WELLNESS POLICY

The purpose of this policy is to assure a healthy school environment for all K-12 students that enhances student attendance and academic performance. This policy meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger Free Kids Act of 2010 (HHFKA). Please find the District’s Wellness Policy here.

Physical Activity
All schools should encourage an environment that supports physical activity beyond the Physical Education program, for students, staff and community before, during and after the school day.

Classroom and School Celebrations
- The distribution of candy by students and/or staff is prohibited in the classroom and on school grounds during the school day.
- Classroom and school celebrations will not be centered on food, except if the food items are part of a curriculum-related activity. While not prohibited, parties should be framed so as to discourage the consumption of unhealthy food items and should encourage food and beverage items that comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages.
- Parents/guardians shall have the right to refuse their children’s participation in consuming food brought to school from homes other than their own or from sources other than the District’s School Food Service Provider.
- Parents/guardians must be given advance notice of any classroom or school celebration where food will be served. Due to food safety and allergy issues, ingredient lists for all food/beverages should be available upon request.
HEALTH OFFICE

The Health Office is staffed by a full-time Certified School Nurse/Teacher health professional. When a student becomes ill during school hours, he/she will be issued a pass to the Health Office. No student is to go to the nurse 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 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 “Chromebooks/Cell Phones/Personal Devices” Policy).

Immunizations Required for Entering 7th Graders
Department of Health regulations pertaining to Immunization and Testing for Communicable Diseases [R23-1-IMM] mandates that all students, other than those who have filed a religious exemption with the school, entering the 7th grade are required to have in accordance with the following immunizations. If a student is exempt due to religious reasons, please file the exemption with the school.

- 3 doses of Hepatitis B vaccine
- 1 dose of Meningitis vaccine
- 1 dose of HPV (human papillomavirus) vaccine
- 2 doses of Measles, Mumps, Rubella (MMR) vaccine
- 4 doses of Polio vaccine
- 1 dose of Tdap (Tetanus, diphtheria, pertussis) vaccine
- 1 dose of Varicella (chickenpox) vaccine, or a statement signed by the child’s doctor stating that the child has a history of chickenpox disease.

A physical exam, in compliance with RI Law 103.1, signed by a doctor, and dental examination for students entering the seventh grade will be due in September. The district may provide support to families in form of access to the school physician and school dentist if the required examination forms are not returned. Also, any student wishing to try out for sports must have a completed physical prior to participating in that sport. Physicals are only valid for one calendar year.
Medication For Students (Students Welfare/First Aid and Medication)

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.
- **All medication must be brought to school in the original prescription container by a parent.** This includes any over the counter medications and it should also be in the original container.
- 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, 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. **However, this should be brought to the nurse by a parent and the nurse will issue a “medication pass” to these students so it can be carried.**
- 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 by the nurse upon authorization of parents.
- **Under no circumstances shall any medication be self-carried or self-administered.** Any student found in possession of medication without a “medication pass” will be subject to disciplinary action (this could be up to a five-day suspension and a mandatory parent meeting).
- 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 also indicate that the medication may be omitted on a field trip.
  - Under no circumstance will a student be excluded from attending a field trip based on a medical need. In the event the above is not possible, the district may send a nurse on the field trip.
LIBRARY MEDIA CENTER

Mission
The mission of the Alan Shawn Feinstein Middle School Media Center is to provide opportunities and resources for all students and staff to effectively access and utilize materials, information, and ideas in support of the curriculum as well as provide recreational reading resources for students. For more information, please refer to Interlibrary Loan Policy.

Hours of Operation: 7:55 am to 2:35 pm.

Library Norms and Procedures: The atmosphere in the Media Center should be conducive to reading, computer use, studying, and small group conversation. Please remember the following procedures and norms:

- When visiting the Media Center independently or in a small group, students must have a pass from a teacher.
- Students who come to the Media Center as individuals or in a small group must sign in and sign out at the Media Center Circulation Desk.
- No gum, drinks or snacks are allowed in the Media Center because of the carpet, computer hardware and other equipment.

Lending Procedures:
Students are asked to return books and magazines to the Media Center as soon as they are finished using them. This provides better access to our resources for everyone.

- Students can check out up to two books and/or magazines at a time.
- Students fill out Date Due slips for each book or magazine borrowed.
- Library materials can be checked out for two weeks and can be renewed for an additional two weeks if no one else has requested the book.
- Books must be brought to the library to be renewed.

Overdue Books
There are no fines for overdue materials. Students with overdue materials must return them before other materials can be checked out.

- If a book is not returned within a two weeks of the due date, the student will be sent a First Overdue Notice distributed by the Homeroom teacher.
- If a book is not returned within three weeks of the due date, the student will be sent a second Overdue Notice distributed by the Homeroom teacher requesting (1) return of the book, (2) payment for a replacement copy of the lost book, or (3) Community Service in the Media Center.
- If the student does not return the book or chooses one of the other options within a month of the book’s due date, the student will be referred for Office Detention.
- Books that are not returned or paid for by the end of each school year will be billed to parents.

Lost Books
Students are responsible for paying for replacement copies of books that have been lost or damaged. Parents/guardians are financially responsible for lost books.

Computer Use
Students must agree to abide by the Coventry Public Schools Digital Technology Acceptable Use and Internet Safety by reading and signing the Statement of Understanding.

- Students create a password each year which allows them access to school computer resources.
- Students are responsible for remembering their passwords and not sharing them with other students.
- School computers/Chromebooks should be used for educational and other school-related purposes.
- Students who do not follow the Acceptable Use Policy may lose computer use privileges.
LOCKERS

Each student will be assigned a locker in his/her team area during the first few days of school. 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 to another student. The school is not responsible for items that may be missing from a locker. Students may not switch or share lockers without the express permission of an assistant principal.

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. Students must have permission/pass from a teacher to be at their locker at unscheduled times.

Students are expected to keep lockers clean and neat. If the locker does not work, the student should report it to his/her homeroom teacher. The locker is not a safe; valuables should not be left in it. Lockers are the property of the school and are loaned to the student as a convenience for clothes and books. Lockers are subject to inspection by school personnel at any time.

LOCKERS for PHYSICAL EDUCATION

Students will have the opportunity to rent lockers with locks for the year. The cost is $5. Having a locker helps students be prepared for class as they can have a set of PE clothes available at all times. The $5 is refunded at the end of the year upon return of the lock.

**Please note:** Lockers are NOT required for students. All students have the option of carrying their clothes back and forth from home.

LOST AND FOUND

There are lost and found bins located in both the girls’ and boys’ gym locker rooms. Articles of value (cell phones, rings) are sent to the main office. 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.

MAIN OFFICE PROCEDURES

In order to maintain a safe environment and facilitate your visiting experience at ASFMS, we ask that all visitors adhere to the following procedures. Thank you in advance for your cooperation.

Visitor procedures

- All visitors and volunteers are required to the report to the main office of the building immediately upon entrance to sign-in using the district’s Raptor System. Upon signing in and showing a valid driver’s license, the visitor or volunteer will be issued a visitor’s identification badge. Badge must be visible at all times.
- The Building Administrator may require visitors and volunteers to leave a personal item with the main office until they sign out and return the badge. Examples of personal items include car keys, driver’s license, etc.
- All visitors must be announced and wait for a designated school staff to escort them out of the main office.
- Any visitor or volunteer who refuses to wear the identification badge and/or lanyard will not be permitted to visit or volunteer at the building.
- All visitors and volunteers are required to sign-out upon leaving a building to allow the Building Administrator or his/her designee to account for all persons in the building.
- Classrooms that are holding large presentations for family members of the students must advise the Building Administrator in advance of the presentation and he/she will need to make arrangements for these individuals to be escorted to the destination. These visitors are required to sign-in, sign-out and are required to wear a badge/lanyard.
Notifications and Notes

- For your child’s safety, any changes of address, phone numbers or other emergency information must be reported to the main office immediately.
- If your child is to be dismissed early, the student must present written notification to the main office that morning.
- The person picking up your child for early dismissal must be listed on the emergency form and present a photo ID when picking up the child.
- Excused absent notes are to be sent to the main office.
- In order to minimize disruption of the learning process, all materials and messages are to be given to the front office staff. Materials/messages will be passed on to the student during the lunch period. Students will not be called out of class to receive messages or assignments.

Multi-Tiered Systems of Support (MTSS)

ASFMS has a multi-tiered approach to providing high quality interventions and supports while carefully monitoring student progress academically, socially and emotionally. We use STAR testing to identify students’ academic needs and provide targeted instruction on specific gaps. ALL students receive Tier one and Tier two interventions during RtI block, four times a week for both enrichment and strengthening areas of need. The team teachers and the MTSS team members identify students who may benefit from more specialized interventions and services (Tier three). Behavioral concerns and repeated infractions will also be referred to Intervention Services (see consequence for inappropriate behavior). This is a concerted effort to help students adjust and connect to their school community. A parent or a guardian will receive a letter or a phone call from one of the MTSS team members if your child has been identified to receive Tier three services. Parents and guardians are an essential part of planning interventions and monitoring progress.

PHOTOGRAPHS, VIDEO RECORDINGS and INTERNET POSTINGS

At times during the year, photographs and/or videotapes may be taken of students engaged in a school related activity by school staff. 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 school/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.
- In addition, unless directly permitted by a teacher for an educational assignment, taking pictures or video in school is prohibited.

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), tune to channel 6, 10, or 12 on your television, or register with the RI Broadcasters Association at www.ribroadcasters.com. A text or an email will be sent directly to your phone or computer.

SCHOOL HEALTH INSURANCE

School health 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. Students planning to participate in athletics must have health insurance.
**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 use Door #2 and 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 SUPPORT SERVICES**

**SCHOOL COUNSELORS**

Students are assigned a counselor who works with the student throughout his/her three years in ASFMS. We believe that all students deserve 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 school counselors assist with a variety of personal, academic, and social concern that may negatively impact their success in school. Counselors also help in the selection of appropriate school courses.

Counselors work collaboratively with other members of the student support team, including the nurse, psychologist, social workers, and others who are committed to helping students succeed. 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
- Planning educational and career experiences
- Helping parents to understand their child’s educational progress

If at any time parents or guardians see a change in their child, or has a reason to be concerned about his/her emotional health, please feel free to contact your child’s school counselor. Your input and concern is greatly appreciated.

**GUIDANCE OFFICE**

The Guidance Office not only supports the operation of the school guidance and counseling program, but also serves as keeper of all demographic, grading and permanent records.

Also, at times doctors or therapists may request information regarding a student’s progress in school; all such requests and paperwork must go through the Guidance Office. The office will make sure teachers receive the forms and that they are forwarded to the doctor’s office. These forms are confidential evaluation items and are sent directly to the physician or clinician.

**SCHOOL PSYCHOLOGIST AND SOCIAL WORKERS**

The school psychologist and school social workers work with students and their families in a variety of ways to help students overcome obstacles they may impede their success in school. They are valued members of the student support team, and are very familiar with mental health resources in the community.
Riding the school bus is a privilege for the students attending Coventry Public Schools. The bus driver is responsible for transporting students to and from school safely and is 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 **may be asked to** sit in assigned seats as deemed appropriate by the bus driver.

- Parents may request that their child ride another bus for a day. Bus notes should be given to an assistant principal 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 or near 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
  - Insubordination
  - Vandalism
  - Physical altercations
  - Bullying and/or verbal altercations
  - Littering
  - Smoking
  - Other Forms of Inappropriate Conduct
ACADEMICS

ACADEMIC ASSISTANCE

Students who are having difficulty with academic work or who require assistance with make-up work are encouraged to seek their teachers for help. Teachers are usually available before and/or after school, and often build in additional times to meet with students. Students generally have ample opportunities to submit work in order to authentically assess their learning. Students who are “Significantly Below Expectations” after the trimester may be required to attend an after-school credit recovery program.

If any student is experiencing difficulty in a subject or on a particular assignment, or has been absent, she/he is encouraged to seek extra help from her/his 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 any student meet her/his 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 the 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! See CREDIT RECOVERY.

ADVISORY

Overview

The purpose of Advisory is to develop a nurturing, supportive environment in which each student is known well by his/her advisor. Each advisory group has an advisor (teacher) and approximately 20 students assigned to the group. Each student is assigned to an advisory group which meets once a week. The advisory group engages in social conversations and activities aligned with the goals of the program (see below). Advisors also work with students to develop Individual Learning Plans (ILPs).

Goals of Advisory

- **Advocacy - Develop meaningful adult-student relationships**
  - Engage in informal one-to-one conversations/ conferences with advisor
  - Experience a one-to-one relationship with advisee that is characterized by warmth, concern, openness, and understanding
  - Serve as a student advocate with teachers and parents

- **Community - Create a support network to foster a feeling of belonging to advisory, team and school**
  - Advisees participate in activities to build group spirit and cohesiveness.
  - Advisory group is a home base or a “family” within the school
  - Advisees work together on a common project to benefit the advisory group, the school or community, not all groups work on community projects.

- **Skills - Strengthen problem solving and decision making skills**
  - Develop problem solving and decision making skills.
  - Develop an understanding and appreciation for diversity
  - Discuss how to resist pressure to use drugs or to engage in other self-destructive behaviors
  - Learn about careers, career and life planning.

A key vision in our school has been learning about **growth mindset**. This philosophy is about learning that all of us can grow our intelligence, that we are not “fixed” in what we know and can do, and that learning is a series of failures and ups and downs. Activities in Advisory will help students understand how they can further develop their growth mindset, to take ownership of their learning and to take on new challenges.
CREDIT RECOVERY

After each trimester, any student who has not made sufficient progress towards meeting subject grade level expectations or who is failing the class may be invited to a credit recovery program. Students who successfully complete the program will be considered as having passed that course for the trimester. Students who fail to attend the credit recovery program are at risk of needing to attend summer school or be retained in their grade level.

GRADE REPORTING

ASFMS provides parents with two formal methods of grade reporting:

Report Cards
Providing formal feedback to students and parents is part of the learning process as it allows students and parents to monitor progress and set goals for academic achievement. Report cards are sent home with students at the end of the Trimester (each trimester spans 60 school days.) Failure to return the signed report card within five days may result in an after school teacher-assigned 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 report must also 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 a teacher-assigned after school detention.

STANDARDS BASED GRADE REPORTING
In the middle grades, students are assessed according to grade level expectations/standards. The ASFMS Grading and Homework Policy is posted on the school’s web site. A major component of the policy is the separate assessment of a student’s Product, Process and Progress. Below is an explanation of our grading program.

Academic Achievement (PRODUCT Grade)
The Product grade relates to students’ specific achievements or levels of performance. They describe what a student knows and is able to do at a particular point in time relative to the standards addressed for the trimester. In order for the students to meet or exceed the expectations for learning, students must have a clear understanding of what they are being asked to do; therefore, teachers provide rubrics or list of assignment expectations which guide student learning and helps a student to self evaluate. Assessed work is aligned with the following Explanation of Marking.

<table>
<thead>
<tr>
<th>PRODUCT STRAND MARKING GUIDE</th>
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<tbody>
<tr>
<td>4</td>
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<td>3</td>
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<tr>
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<td>IE</td>
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<td>NA</td>
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</tbody>
</table>
**Learner Qualities (PROCESS Grade)**

In addition to reporting student achievement based on how well they are meeting course expectations, students are also evaluated on their Process as a learner. Known also as learner qualities, these relate to how a student got to the level of performance; and the effort and work habits students demonstrate. 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 these 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. Students are assessed in the following every trimester:

<table>
<thead>
<tr>
<th>LEARNER QUALITY STRANDS</th>
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</thead>
<tbody>
<tr>
<td>Ownership of Learning</td>
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<tr>
<td>Work Completion</td>
</tr>
<tr>
<td>Work Habits</td>
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<tr>
<td>Collaboration</td>
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</tbody>
</table>

**Gains Over Time (PROGRESS Grade)**

Progress relates to how much movement an individual student has made towards the trimester expectations. Progress information is reported to parents by the use of narrative comment(s) on the report card.

**HONOR ROLL**

The Honor Roll at ASFMS recognizes students who have achieved a level of proficiency in their courses. Below are the criteria for the three levels of Recognition of Honors as well as the Appeals Process:

**High Honors**
For a given trimester, a student who
- achieves a 3.0 or higher in ALL subject area strands (Process grades are not considered)

**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 (Process grades are not considered)

**Recognition of Effort**
For a given trimester, a student who
- achieves a 3.0 or higher in ALL Process strands
- did not achieve Honors or High Honors

*Note: For purposes of Honor Roll, accelerated classes (pre-algebra/algebra) will receive an additional weight of 0.5 in each Product Strand when considering Honor Roll Eligibility.

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


**NATIONAL JUNIOR HONOR SOCIETY**

The Alan Shawn Feinstein Middle School chapter of the National Junior Honor Society (NJHS) seeks to recognize students who excel in the classroom and make a difference in our communities by demonstrating scholarship, service, leadership, citizenship, and character. Seventh and eighth grade students will receive an invitation to apply to NJHS after meeting eligibility criteria for two consecutive trimester. Accepted and inducted students must maintain eligibility criteria and complete a community service requirement to remain a good standing member of NJHS. For more information and current eligibility criteria please see the NJHS website.

**HONESTY AND INTEGRITY IN ACADEMICS**

According to Coventry Public Schools district policy, it is expected that all students will demonstrate honesty and integrity in their academic work. Work that is submitted in a dishonest fashion (cheating, plagiarism, etc) will not be accepted. However, the work is still owed to the teacher. In addition, teachers may take appropriate action which may include teacher consequence and/or referral to administration depending upon the degree of infraction.

**SCHEDULING and 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 may be 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 students’ learning needs academically, socially, and emotionally. At 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.

**STUDY HABITS**

It is the student’s 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!

Each student is expected to give her/his 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 every student do well in school.

- Set academic goals for yourself. Write them down and return to them often. Work hard to achieve these 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.
• **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.

**BEHAVIORAL EXPECTATIONS**

**INTRODUCTION AND PHILOSOPHY**

ASFMS believes it is our shared responsibility to work with the school community to enhance the personal development of every student. Our faculty and staff will model expected student behavior to build respectful, responsible, and reliable citizens. We strive toward building an environment that maximizes student learning. 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.

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?

These are the **Falcon Codes: The 3 R’s**. 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. See Appendix C for a visual of the Falcon Code.

To support students in learning, adopting and living the Falcon 3 R’s, we will be using a program called **PBIS, or Positive Behavioral Interventions and Supports**.

**GENERAL RULES**

In order to preserve the learning environment of the school, we have established expectation for **ALL** of our community members. Please refer to School Wide Expectations for a small sample of the established expectations.
# School Wide Expectations

## 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.

## PARENT EXPECTATIONS

- Communicate with teachers & administrators.
- Check your son/daughter’s agenda nightly.
- Ensure your son/daughter reads at home.
- Provide him/her with a quiet workspace.
- Ask your son/daughter about his/her day.
- Volunteer at least 3 hours.
- Encourage your son/daughter to get involved in extracurricular activities.

## TEACHER EXPECTATIONS

**Be Responsible**
- Differentiate Instruction
- Integrate Literacy Strategies Across Curriculum
- Maintain Instructional / Academic Focus
- Engage Students in Higher Level Thinking

**Be Reliable**
- Continuously Communicate w/ Parents
- Implement School Improvement Plan Initiatives
- Actively Participate in the Professional Learning Community
- Continue to Learn & Grow

**Be Respectful**
- Establish Positive Relationships
- Develop a Student-Centered Classroom
- Support and Collaborate with Colleagues
- Personalize the Learning Environment for Students
- Follow Professional Learning Community Norms
- Have Fun!

## ADMINISTRATOR EXPECTATIONS

**Be Responsible**
- Review and Evaluate Policies, Practices, & Programs
- Create and Maintain a Positive Culture
- Support & Facilitate Successful Co-teaching Relationships
- Establish Clear/High Expectations for ALL

**Be Reliable**
- Shared Decision Making
- Support Teachers
- Provide Feedback
- Be Consistent & Follow-Up with Student Discipline
- Be Visible

**Be Respectful**
- Establish Open Lines of Communication
- Be Approachable
- Be Professional
- Have A Sense of Humor
- Have An Open Door Policy
BEHAVIORAL EXPECTATIONS (Student Behavior Policy)

The philosophy of the Coventry Public Schools is to create a culture around student behavior that is therapeutic and restorative. The foundation of this philosophy is based on respect. Respect derives from administration, staff and students making a concerted effort to demonstrate acceptable behavior commonly deemed necessary to establish a safe environment for teaching and learning. At times, it may be necessary to administer various types of disciplinary action, including, but not limited to, suspension. It shall be the policy of Coventry Public Schools to protect all constitutional and other legal rights in this process.

STUDENT DISCIPLINE CODE

The School Committee approves a Student Discipline Code. This code shall be distributed to all students and their parents/guardians at the beginning of each school year. The Student Discipline Code shall include, but not be limited to, student behavior during school, on school transportation, or while attending any school sponsored or related activity, whether held on or off school property. The school is an environment where students, school personnel, parents/guardians, and community can expect to be free from the concern of behaviors that either threaten or do mental/physical harm to them or others.

The school recognizes the value of immediate and positive response to inappropriate student behavior. The response is designed to make students aware of their actions and the consequences that their behavior has with regard to others in the school environment. Parents/guardians are recognized as an important factor in the development of their children's behavior and the enforcement of the school's behavior expectations. Interaction with parents/guardians is, therefore, designed to encourage their involvement, enlist their support in correcting behavior and recognizing that the school is not solely responsible for the development and enforcement of standards of behavior.

No student shall have the right to interfere with the efforts of staff members or administrators to direct, coordinate, or assist learning, to disseminate information for the purpose of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn, the learning activities, or the rights of other students.

The discipline code is established to deal with students who violate the school's policies regulating student behavior. Students who violate these policies are depriving the right of the students who are obeying the rules and are striving for an education. Each teacher will set up rules and regulations for his/her class.

Coventry Public Schools believes in a restorative approach to repeat offenses and may provide interventions specifically aimed at correcting the root cause of the misbehavior. These interventions will be decided by the Multi-Tier Support Service Team* and are based on an individual basis.

Modification of the prescribed disciplinary action may take place in special circumstances. The administration reserves the right to use discretion on an individual basis when appropriate. In such cases, the administration will confer and agree upon the appropriate action prior to the disposition of the case with the student.

This code is reviewed and amended periodically by action of the School Committee. The code is to be administered consistently and equitably.
**SCHOOL WIDE CONSEQUENCES**

Twenty-four hours notice will be given for all detentions. Parents need to provide transportation home.

**Teacher-Assigned Detention (TD):** Teacher-Assigned Detentions will last a minimum of 30 minutes. If a student does not attend detention as assigned, the parent(s)/guardian will be contacted by phone or email 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.

**Office Detention:**
- **1- Hour Office Detention (OD):** Detention held from 2:35pm to 3:35pm.
- **2- Hour Office Detention (DD):** Detention held from 2:35pm to 4:35pm.

**Suspension**

**Alternative Learning Center (ALC):** ALC is also known as “In-School Suspension”. A Student who is placed in ALC, will remain in ALC for a predetermined amount of time. A certified teacher will supervise each period and the student will complete work that his/her team supplies.

**Out of School Suspension (OSS)**

Parent/guardian will be contacted to pick up his/her student from school. A Student will have to stay home from school for a predetermined number of days. A re-entry meeting is required before the student is allowed to return to school.

**Social Suspension**

Students may be ineligible to attend school sponsored activities due to suspensions and other major infractions. Social suspension and its duration will be determined and communicated at the discretion of a school administrator or Dean of Students. Students will not be able to attend a school sponsored event within a week of their return from Out of School Suspension.

**Accumulated Social Suspension**

Any student whose total number of out-of-school suspensions, ALC and detention hours is equal or greater than a ten-day suspension may be ineligible to attend school sponsored activities (sporting events, dances, field trips, etc.) for a duration at the discretion of the administrator. Students who wish to participate in a given activity, may gain the privilege back by completing a predetermined and mutually agreed upon task between the student, parent and the administration.

**SMOKING POLICY (TOBACCO FREE SCHOOLS)**

Per RI Law Title 23, smoking in school or on school grounds by students, employees, and community members is prohibited. If a student is found in possession of and/or smoking or using tobacco products, electronic cigarettes, hookah pens, or other related smoking devices on school grounds, a consequence will be assigned and parents will be notified.

**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 expectations apply:

- Students will be escorted to the cafeteria by a teacher. Students should report to the team cafeteria to which they are assigned. With the exception of purchasing food/drink or putting garbage in the appropriate container, students should remain seated at all times.
- During the lunch block, students may return to classrooms only with the written permission of a teacher. Students must sign out and indicate their destination.
- Student must sign out of the cafeteria to use the bathroom, go to locker, etc.
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.

**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, the police 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.

- **Substance Abuse** - Matters involving the use of, being under the influence of, in possession of, or distribution of illicit substances or related paraphernalia (matches, lighters, papers, etc) associated with substance abuse shall be handled in compliance with Policy 5131.4.

- **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 up to one school year.

- **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.

- **Gang Activity/Associations** – Students engaging in behaviors related to gang activity shall be dealt with in accordance with Policy #5131.6.

- **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 realistic replica shall result in a recommendation for suspension for a period of time up to one full calendar year. Policy JICI further clarifies this statement.

- **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.

- **Harassment – Intimidation – Bullying** – These behaviors, including sexual harassment and/or sexual violence as defined by State Law, harm the school community and disrupts the education of students. PLEASE SEE THE NEW STATE LAW IN APPENDIX B. RI_Bullying Policy

- **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. See Appendix B.

- **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.

- **Arson** – Any act in which a student starts a fire will be subject to expulsion from school.

- **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.

- **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.

- **Pornography** – Possession and/or distribution of sexually explicit images of self or others is not only dangerous but against the law. Such images and distribution of can be dangerous to a child’s physical and psychological well-being.
Any action which is in direct violation of the law will be referred to the appropriate authorities and police 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:

- Administrator consult with student and/or parent
- Lunch Detention (LD)
- After school detention (OD and DD)
- In-School Suspension (ALC)
- Out of School Suspension (OSS)
- Social Suspension
- Accumulated Social Suspension (Ineligibility to attend school sponsored activities)

The administration reserves the right to modify consequences.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Occurrence</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardiness</td>
<td>1-3</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>4-5</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>6+</td>
<td>Parent meeting and possible home visit from Student Support Staff</td>
</tr>
<tr>
<td>Failure to report to the Restorative Suite</td>
<td>1</td>
<td>Pass Restriction for a week</td>
</tr>
<tr>
<td></td>
<td>2+</td>
<td>Pass Restriction for up to a month and parent contact</td>
</tr>
<tr>
<td>Leaving the Building without permission</td>
<td>1</td>
<td>Pass Restriction for a week and parent contact</td>
</tr>
<tr>
<td></td>
<td>2+</td>
<td>Possible In School Suspension and Parent meeting</td>
</tr>
<tr>
<td>Being in an Unauthorized Area or Leaving class without permission</td>
<td>1</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>2-4</td>
<td>Office detention</td>
</tr>
<tr>
<td></td>
<td>4+</td>
<td>Parent contact, Double Detention and referral to Intervention services</td>
</tr>
<tr>
<td>Skipping Class</td>
<td>1-2</td>
<td>Parent contact, Office detention</td>
</tr>
<tr>
<td></td>
<td>3+</td>
<td>Parent contact, referral to intervention services</td>
</tr>
<tr>
<td>Smoking/possession of tobacco product in school or on school property</td>
<td>1</td>
<td>1 day In School Suspension and parent meeting</td>
</tr>
<tr>
<td></td>
<td>2+</td>
<td>2 days In School Suspension, parent meeting and referral to intervention services</td>
</tr>
<tr>
<td>Solicitation on school grounds</td>
<td>1</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Possible In School Suspension</td>
</tr>
<tr>
<td>Profanity non-directed towards an</td>
<td>1</td>
<td>Double detention</td>
</tr>
<tr>
<td>adult</td>
<td>2</td>
<td>Two double detentions</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---</td>
<td>-----------------------</td>
</tr>
<tr>
<td></td>
<td>3+</td>
<td>Parent conference and possible In School Suspension</td>
</tr>
<tr>
<td>Unauthorized use of technology</td>
<td>1-3</td>
<td>Confiscation of the device</td>
</tr>
<tr>
<td></td>
<td>4+</td>
<td>Confiscation of the device, parent meeting and pick-up of device</td>
</tr>
<tr>
<td>Profanity towards staff</td>
<td>1</td>
<td>Parent contact and possible in school suspension</td>
</tr>
<tr>
<td></td>
<td>2+</td>
<td>Up to three days suspension and referral to Intervention Services</td>
</tr>
<tr>
<td>Plagiarism/Academic Honesty</td>
<td>1</td>
<td>Teacher contacts parents, teacher will not accept the assignment and determines the consequence</td>
</tr>
<tr>
<td></td>
<td>2+</td>
<td>Double detention, reflective essay, and parent contact by administration (referral to the National Junior Honor Society if applicable)</td>
</tr>
<tr>
<td>Racial/Ethnic Slurs</td>
<td></td>
<td>Up to 3-days suspension and parent conference</td>
</tr>
<tr>
<td>Fighting/Assault</td>
<td>1</td>
<td>Up to 5-days suspension, parent conference, referral to Intervention Services, police and superintendent notification</td>
</tr>
<tr>
<td></td>
<td>2+</td>
<td>Up to 10-days suspension per <a href="#">School Committee Adopted Weapons and Assault Policy</a>, parent conference, referral to intervention services, police and superintendent notification</td>
</tr>
<tr>
<td>Inciting ANY inappropriate behavior</td>
<td>All</td>
<td>May result in suspension, parent conference, possible police notification</td>
</tr>
<tr>
<td>Weapons</td>
<td>All</td>
<td>Up to 10-days suspension per <a href="#">School Committee Adopted Weapons and Assault Policy</a>, parent conference, superintendent and police notification</td>
</tr>
<tr>
<td>Drugs, Drug paraphernalia, controlled substances, alcohol</td>
<td>All</td>
<td>Up to 5-day suspension, parent conference, referral to Intervention Services, superintendent and police notification</td>
</tr>
<tr>
<td>Selling/distribution drugs/alcohol/controlled substances</td>
<td>All</td>
<td>Up to 10- days suspension, referral to Intervention Services, superintendent and police notification</td>
</tr>
<tr>
<td>Suspected use of drugs/alcohol/controlled/mind altering substances</td>
<td>All</td>
<td>Referral to the nurse for assessment, parent contact, possible suspension, possible police involvement</td>
</tr>
<tr>
<td>Vandalism</td>
<td>All</td>
<td>Suspension, Restitution &amp; police notification</td>
</tr>
<tr>
<td>Theft</td>
<td>All</td>
<td>Up to 3-day suspension, restitution &amp; police notification</td>
</tr>
<tr>
<td>Lewd and Indecent behavior</td>
<td>All</td>
<td>Possible suspension up to 5 days and police notification</td>
</tr>
<tr>
<td>Games of chance/gambling</td>
<td>All</td>
<td>Possible suspension up to 3 days and referral to Intervention Services</td>
</tr>
<tr>
<td>Inappropriate behavior during lunch</td>
<td>1</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>2+</td>
<td>Progressive lunch detentions</td>
</tr>
<tr>
<td>Other inappropriate behavior</td>
<td>Any</td>
<td>Professional discretion of the administrator</td>
</tr>
</tbody>
</table>

**Suspension:** The student may **NOT** attend any after school activities until a reinstatement meeting has been held.

Once a teacher/staff member has submitted a referral to the Administrator, it becomes the Administrator’s responsibility to apply appropriate disciplinary consequences.

*All applicable school rules are in effect at any extracurricular event or field trip including behavior and dress code policies.*

**DUE PROCESS:**
Students must be told the nature of the offense and be given an opportunity to explain their actions prior to receiving a consequence.

- 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 within 48 hours.
- If a student or parent feels a decision made by the principal is unjust, they may appeal to the Superintendent of Schools in writing within 48 hours.

Please refer to the [District’s Appeals Policy](#) for further information.

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**SURVEILLANCE CAMERA**

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 atASFMS 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.

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a process for creating safer and more effective schools by focusing on improving a school’s ability to teach and support positive behavior for all students. This is a state initiative sponsored by the Paul V. Sherlock Center at Rhode Island College.

**ASFMS Falcon Code (The 3 Rs): Respectful, Responsible and Reliable**

Students will be provided with many opportunities to learn and practice these expectations. In order to help students know exactly how to behave in all areas, specific examples are also posted throughout the school building. When teachers and staff members observe students demonstrating these behaviors they will be acknowledged in a variety of ways.

Our PBIS Team meets and reviews our school-wide systems such as how the students are responding to our Falcon Code and the number of Discipline Referrals for physical aggression, abusive language and other major infractions.
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
- National Junior Honor Society
- Student Council
- Showcase Variety Show
- Robotics Club
- Yearbook
- Falcon Farmers Garden Club
- Dodgeball Tournament
- 4 v 4 Indoor Soccer

**INTERSCHOLASTIC SPORTS**
ASFMS is a participant in the Interscholastic League sports program. Players on the team must attend all practices, meetings, and games; the coach must be informed/contacted if a player cannot attend. 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. Disciplinary infractions may also impact eligibility to play and/or practice. See next page.

- **Boys’ and girls’ Soccer** is a 10 week program with tryouts held the first week of school.
- **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.
- **Cross Country** is a co-ed program offered in the fall season.

**ELIGIBILITY TO PLAY SPORTS**
Students participating in Interscholastic Sports must:
- Have a physical dated no earlier than August 1, 2017
- Complete the Permission to Participate in Interscholastic Athletics and Medically Treat form
- Complete the Assumption of Risk Form
- Complete the ASFMS Athletic Pledge
- Maintain academic requirements and behavioral requirements set forth by the coach and/or administration.

Forms are distributed by coaches usually before tryouts begin. All eligibility forms must be completed and returned before the first day of try-outs and/or practice.
SCHOOL DANCES

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. Students may sign up for the dance beginning on the Wednesday before the dance and pay the dance admission price. Tickets ARE NOT SOLD at the door.

Any student attending the dance must be dropped off at the designated door. At the conclusion of the dance, an adult must come into the building to pick up each student. Students will not be released without an adult escort. Students must be picked up within 15 minutes of the end time.

Note that certain disciplinary actions may preclude students from attending a dance. See School-Wide Consequences (Social Suspension).

Affirmative Action Policy
It is the policy of 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 educational 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.

Appendix A: Law of the State of RI Relating to School Attendance

§ 16-19-1 Attendance required. – (a) Every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides. Every person having under his or her control a child as described in this section shall cause the child to attend school as required by this section, and for every neglect of this duty the person having control of the child shall be fined not exceeding fifty dollars ($50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars ($500), or both; provided, that if the person so charged shall prove that the child has attended for the required period of time a private day school approved by the commissioner of elementary and secondary education pursuant to § 16-60-6(10), or a course of at-home instruction approved by the school committee of the town where the child resides, or has been accepted into an accredited postsecondary education program, or has obtained a waiver under subsection (b) of this section, or that the physical or mental condition of the child was such as to render his or her attendance at school inexpedient or impracticable, or that the child was excluded from school by virtue of some other general law or regulation, then attendance shall not be obligatory nor shall the penalty be incurred.
Appendix B: RI Statewide Bullying Policy

INTRODUCTION
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.

Pursuant to the provisions of §§42-35-3(a)(3) and (a)(4) of the General Laws of Rhode Island, the following were given consideration in developing the Policy: (1) alternative approaches to the Policy; (2) duplication or overlap with other state regulations; and (3) significant economic impact on small business. Based on the available information, no known overlap, duplication or alternative approach was identified.

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2. School Climate
3. Policy Oversight and Responsibility
4. Information Dissemination
5. Reporting
6. Response/Investigation
7. Disciplinary Action
8. Social Services/Counseling
9. Social Networking
10. Redress
11. Adoption of Policy

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.

CYBERBULLYING means bullying through the use of technology or any electronic communication, which shall include, but shall 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 cyberbullying 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 or 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.

2. SCHOOL CLIMATE  
Bullying, cyberbullying, 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. School faculty, administration and staff, at all times, will model courteous behavior to each 
other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. 
Additionally, students and their families are expected to exhibit courteous behavior to all members of the 
learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY  
The school principal, director, or designee shall be responsible for the implementation and oversight of this 
bullying policy.

The school principal, director, or designee shall provide the superintendent, school committee and/or school 
governing board with a summary report of incidents, responses, and any other bullying related issues at least 
twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school 
safety plan (§16-21-24).

4. INFORMATION DISSEMINATION  
The school principal, director or designee 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.

This policy shall be:  
a. Distributed annually to students, staff, volunteers, and parents/legal guardians  
b. Included in student codes of conduct, disciplinary policies, and student handbooks  
c. A prominently posted link on the homepage of the school /district website

5. REPORTING  
The school principal, director or designee 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 (See attached sample Report Form).
The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

**Parents /Legal Guardians** of the victim of bullying and parents or guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/legal guardians of the child will be notified immediately by the principal, director or designee.

**Responsibility of Staff:** School staff, including volunteers, shall report all acts of bullying that come to their attention. School staff who fail to report incidents of bullying shall be subject to disciplinary action.

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

**Anonymous Reporting:** Reports of bullying or retaliation may be made anonymously, provided however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation will result in the imposition of discipline in accordance with the school behavior code.

**Reports in Good Faith:** A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school’s policy shall be immune from a cause of action for damages arising from reporting bullying.

**6. RESPONSE/INVESTIGATION**

The school principal, director or designee shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to any applicable due process procedures, will be imposed.

The investigation will include an assessment by the school psychologist and/or social worker, of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** When bullying involves conduct that violates the law, the police shall be notified. The School Resource Officer may be utilized to mediate bullying situations.

**Protection: If a student is the victim of serious or persistent bullying:**

a. The school principal, director or designee will intervene immediately to provide the student with a safe educational environment.

b. The interventions will be developed, if possible, with input from the student, their parent/legal guardian, and staff.

c. The parents/legal guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.
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 range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not limited to:

A. Admonitions and warnings
B. Parental/Legal Guardian notification and meetings
C. Detention
D. In-school suspension
E. Loss of school-provided transportation 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.

8. **SOCIAL SERVICES/COUNSELING**
Referral to appropriate counseling and or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. **SOCIAL NETWORKING**
Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. **OTHER REDRESS**
This section does not prevent a victim of bullying, cyberbullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. **ADOPTION OF POLICY**
The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.
## Appendix C: FALCON CODE

<table>
<thead>
<tr>
<th><strong>ASFMS Falcon Code</strong></th>
<th><strong>Hallways</strong></th>
<th><strong>Cafeteria</strong></th>
<th><strong>Classroom</strong></th>
<th><strong>Home</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respectful</strong></td>
<td>- Follow Directions&lt;br&gt;- Keep voices low&lt;br&gt;- Keep hands, feet and objects to yourself</td>
<td>- Keep hands, feet and objects to yourself&lt;br&gt;- Keep feet under the table&lt;br&gt;- Keep voices low&lt;br&gt;- Listen to directions</td>
<td>- Actively listen to others&lt;br&gt;- Use kind words and actions&lt;br&gt;- Be considerate of others' property&lt;br&gt;- Keep hands, feet and objects to yourself</td>
<td>- Politely follow family rules and routines&lt;br&gt;- Use kind words and actions</td>
</tr>
<tr>
<td><strong>Responsible</strong></td>
<td>- Walk safely&lt;br&gt;- Be aware of others' personal space and belongings</td>
<td>- Clean your area&lt;br&gt;- Only water outside cafeteria</td>
<td>- Bring all material to class&lt;br&gt;- Ask for help&lt;br&gt;- Follow directions&lt;br&gt;- Follow technology acceptable use policy</td>
<td>- Bring all necessary materials for school and home&lt;br&gt;- Ask for help&lt;br&gt;- Share important school information</td>
</tr>
<tr>
<td><strong>Reliable</strong></td>
<td>- Go directly to your destination with the staff&lt;br&gt;- Raise hands and line up&lt;br&gt;- Get pass prior to lunch period</td>
<td>- Remain seated&lt;br&gt;- Complete assignments to the best of your ability&lt;br&gt;- Participate</td>
<td>- Be on time&lt;br&gt;- Complete assignments to the best of your ability</td>
<td>- Attend school everyday&lt;br&gt;- Be on time&lt;br&gt;- Complete assignments to the best of your ability</td>
</tr>
</tbody>
</table>
Appendix D: Notice of Nondiscrimination

The Coventry Public Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs or activities.

The following person has been designated to handle inquiries regarding Section 504 and Title IX nondiscrimination policies:

Name: Laurie Andries, Assistant Superintendent
Address: 1675 Flat River Road Coventry, RI 02816
Phone: 401-822-9400
Email: andrieslaurie@coventryschools.net
Appendix E: Family Educational Rights and Privacy Act (FERPA) Notification

Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Coventry Public Schools receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Coventry Public Schools to amend their child’s or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school committee. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in whom a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The Coventry Public Schools Annual FERPA Directory Information notification can be found at:
http://www.coventryschools.net

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student—

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1)(i))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

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• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

• To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

• To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

• Information the school has designated as "directory information" under § 99.37 are met. (§ 99.31(a)(11))

• To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

• To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
Appendix F: FERPA Directory Information Notification

Family Educational Rights and Privacy Act (FERPA) Directory Information Notification

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Coventry Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Coventry Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the Coventry Public Schools to the contrary in accordance with Coventry Public School procedures. The primary purpose of directory information is to allow the Coventry Public Schools to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Coventry Public Schools to disclose directory information designated below from your child’s education records without your prior written consent, you must notify the Building Administrator in writing by September 30, 2018, or within 30 days of enrollment for new registrations. Coventry Public Schools has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance

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• Grade level
• Participation in officially recognized activities and sports
• Weight and height of members of athletic teams
• Degrees, honors, and awards received
• The most recent educational agency or institution attended
• Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access to education records without a PIN, password, etc. (A student’s SSN, in whole or in part, CANNOT be used for this purpose)
Appendix G: The Protection of Pupil Rights Amendment Act (PPRA) Notice

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Coventry Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

The Coventry Public Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

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