

## MESSAGE FROM THE ADMINISTRATION

Dear CMS Families,

Welcome to the 2011-2012 school year. We hope that our students had time to relax and spend time with family and friends over the summer so they return to us ready to learn. Our school's mission is provide students with an education that supports their intellectual, social, emotional, and physical needs in a safe environment. Hopefully you agree that our teaching, focus on individual student needs, and school environment supports our mission and our commitment to increase student achievement. This year we have expanded upon some successful school and district initiatives and are eager to continue to move forward as a school.

The middle school will be implementing Response to Intervention (RtI) in grades 5-8 this year. The RtI process screens students to help identify those who are struggling with reading and math. These students are then provided with research-based interventions specific to their area of need. Their progress is monitored and interventions are continued until the student reaches grade level expectations. We began this model with 5<sup>th</sup> and 6<sup>th</sup> grade in the winter of 2011 and were able to decrease the number of struggling math and reading students in each grade level!

CMS will also be extending its Grading Policy to include grades 5-8. The purpose of the policy is to bring consistency to grading practices amongst teachers, to hold students accountable for completing assignments and producing high quality work, and to ensure that grades reflect a student's attainment of the academic standards. Teachers will agree upon common grading practices and students will be required to complete all assignments. Parents will be notified and consequences will be given to students until the work is completed. This policy was piloted with success with our 8<sup>th</sup> graders last year and we are eager to implement it school wide.

Students will continue to be assessed in all subjects using our Quarterly Common Assessments (QCAs) to ensure they are meeting content standards. In addition to our high academic expectations, CMS strives to provide students with a bully-free environment and will be pursuing additional training and support to reach this goal. We need your help to do this. Please contact an adult at the school immediately if your child reports bullying so we can promptly respond.

We look forward to another successful year where we work with our entire school community to provide students with a challenging, yet rewarding school experience.

Please call the office if we can be of any service to you. Thank you.

Gregory Zenion  
Principal

Kristen Danusis  
Assistant Principal

### **Chariho Middle School Vision 2011: The Three-Year Strategic Plan for Excellence**

#### **Middle School Mission Statement**

CMS will provide an education that supports the intellectual, social, emotional and physical needs of all students in a safe

environment. Students will learn the skills necessary to perform at highly proficient levels on assessments that are comprehensive, appropriate and based on national and state standards. All students will have access to support, flexibility, and alternatives as needed to ensure success.

#### **SCHOOL IMPROVEMENT PLAN GOALS**

Chariho Middle School is committed to excellence. Excellence is achieved through constant review of data and response to that data in the form of goals for improvement. Our School Improvement Team has established an action plan for improvement for the 2011 - 2012 school year. Those goals are listed below:

- ✓ Key Goal Area 1: To implement research-based best practices to support teaching and learning.
- ✓ Key Goal Area 2: Implement research-based practices to support a positive school climate.
- ✓ Key Goal Area 3: Improve communication and relationships with the community.
- ✓ Key Goal Area 4: Provide professional development opportunities to encourage and support teachers as life-long learners in their profession.

#### **CHARIHO MIDDLE SCHOOL SCHOOL IMPROVEMENT TEAM**

A team of teachers, students, parents, and administrators meets on the first Wednesday of the month from 4:30 P.M. to 6:00 P.M. to address academic excellence at Chariho Middle School. The name of that team is the CMS School Improvement Team. The mission statement of the team is "to promote a positive learning environment that nurtures excellence in teaching and learning resulting in improved performance and achievement for all students." The formation of this team and the development of the plan results from the School Investment Initiative legislation in Rhode Island. The SALT Survey results containing parent, staff, and student input is available in our library/media center. The Information Works Report, which contains the test results for our students' performance on state assessments conducted in the spring of each year, is also available in our school library/media center.

It is by truly listening to each other and working in a united effort of staff, administration, parents, and students that our students will be successful and prepared for living in the 21<sup>st</sup> century.

#### **HOUSES**

As a way of developing smaller, personal settings in the Chariho Middle School, the building is divided into grade level configurations called houses. Each house has a leader. Within the house are smaller groups of teachers and students called teams.

#### **TEAMING**

The Chariho Middle School divides its students into smaller academic groups. The teams of teachers are designed to plan and develop programs for their students. Teaming provides a better chance for teachers and students to get to know each other. Teaming integrates learning and reduces isolated learning of subject content. The concept of looping, or two year teaming, is an option at Chariho Middle School.

An important characteristic of teaming is that teachers meet as a group while students are in class with unified arts teachers. This

time is used by the teachers to plan their classroom programs, create or develop special interdisciplinary team units, carry out administrative duties, and to hold parent and student conferences.

## **COMMUNICATION**

Successful schools are vital, vibrant places where clear, effective communication is the standard. Effective discussion and solutions begin at the teacher level. The chain of command is as follows: teacher/staff, deans (discipline only), principal or assistant principal, superintendent, school committee.

## **SCHOOL DAY**

The school day for students begins at 7:30 A.M. and concludes at 2:15 P.M. After school activities immediately follow. Late bus transportation is provided for your child on Mondays, Tuesdays and Wednesdays beginning September 12, 2011. Please review the late bus schedule to determine when and where your child will be dropped off by the appropriate late bus. Students may remain after the official school day to participate in extracurricular activities, to gain extra help in academic areas, or to attend detention. Parent courtesy notices are used to provide the student with twenty-four hour notice of a need to stay after school.

### **Early Release Thursdays**

Students will be dismissed at 12:45 P.M. on the following Thursdays; (9/22, 10/20, 11/17, 1/19, 2/16, 3/15, 4/26, 5/24).

## **CANCELLATION OF SCHOOL**

The following television stations will be advised of any cancellation of the Chariho Middle School session:

**Television:** Channels 6, 10, and 12

or

**Website:** www.Chariho.k12.ri.us

The District will record a message on its phone system and also call each home using an automated phone messaging system when school is being released early, cancelled or delayed. Under certain conditions, the opening of school might be delayed for an hour or so. In such cases, please continue to tune in to the stations for the most current reports.

## **POLICY AGAINST BULLYING**

Bullying is prohibited in the Chariho Regional School District in accordance with R.I.G.L. 16-21-26. The prevention of bullying is part of the Chariho Regional School District's strategic plan (R.I.G.L. 16-7.1-2e) and school safety plan (R.I.G.L. 16-21-24).

1. *Prohibition against Bullying:* Bullying, harassment, or intimidation at school is prohibited. This policy shall be published in the student handbook and reviewed annually with all employees.

2. *Definition of Bullying:* Bullying occurs when a student or adult, while at school, intentionally targets and repeatedly assaults, teases, slanders, batters, threatens, harasses, stalks, menaces, intimidates, extorts, or taunts either orally or in writing another school community member. Bullying also occurs when a student or a group of students maliciously spread rumors about another student.

3. *School Atmosphere:* School faculty, administration and staff, at all times, will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive, humiliating, or demeaning language will not be accepted. Additionally, students and their families are expected to exhibit correct and courteous behavior to all members of the learning community in school and at school sponsored events.

4. *Forms of Bullying:* Bullying can take many forms including, but not limited to:

Physical: intentional assault, battering, pushing, kicking, hitting or any use of violence

Social/Emotional: slurs, innuendos, demeaning comments or jokes, drawings, notes, graffiti, pranks, gestures, threats, stalking, taunting, name calling, sarcasm, extorts, rumor spreading

Sexual: unwanted physical attention or contact; sexual comments; unwanted or inappropriate focus on the issues of sexuality or sexual orientation

Racial/Ethnic: taunting, gestures, graffiti, jokes, demeaning comments

Cyber and Electronic Bullying: the use of technological communications (text or images) at school to stalk, taunt, extort, humiliate, harass, embarrass, tease, intimidate, threaten or slander another individual. This includes instant messages, text messages, email, chat rooms, cell phones and personal websites or blogs. Cyber and electronic bullying also includes the act of being cruel to others by sending or posting harmful material or compromising photographs on the internet or through a cell phone.

5. *At School:* In the context of this policy, the phrase "at school" includes the following places and situations: in a classroom or elsewhere on or immediately adjacent to school premises; on a school bus or other school-related vehicle; at official school bus stops; en route to official school bus stops; while walking to and from school and at any school-sponsored activity or event, whether or not held on school premises. Also, "at school" refers to any action that takes place in other than the above that disrupts teaching and learning in the school setting.

6. *Disciplinary Sanctions:* Disciplinary sanctions for bullying may include:

- a. Admonitions and warnings
- b. Parental/Guardian contact
- c. Detention or ESD
- 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. Suspension from school
- i. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- j. Police contact
- k. Referral to the Superintendent of Schools and/or School Committee

Specific offenses and related consequences are detailed in the Behavior Code.

7. *Reporting Procedure:* The principal of each school in the Chariho Regional School District shall establish, and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying may be filed and how this report will be acted upon (School Bullying Investigation 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 shall be immediately notified by the principal or his/her designee when there is a suspicion that their child is either a bully or a victim of bullying.

8. *Responsibility of Staff:* School staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context, the staff includes school volunteers. Failure to report incidents of bullying may result in disciplinary action. The victim of bullying, shall, however, not be subject to discipline for failing to report an act of bullying.

9. *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.

10. *Investigation of Bullying, Harassment, or Intimidation:* The principal, or designee, shall investigate all allegations of bullying, harassment, or intimidation in a timely fashion. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to any appropriate 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.

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

12. *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 accord with the Behavior Code. (R.I.G.L. 11-42-2. Extortion and blackmail) (R.I.G.L. -59-2. Stalking prohibited)

13. *Prohibition against False Reports of Bullying:* False reports concerning bullying will be subject to appropriate school discipline in accord with the Behavior Code.

14. *Help for the Victim of Bullying:* If a student is the victim of serious or persistent bullying, the principal or designee will intervene to provide the student with a safe educational environment. The interventions will be developed, if possible, with input from the student, their parent/legal guardian, and staff.

15. *Instruction in the Prevention of Bullying:* The principal of each building shall ensure that students, and employees and volunteers who may have significant contact with pupils, are given instruction regarding this policy against bullying. This instruction 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. These interventions may be developed with input from the student, their parent/legal guardian, and staff.

16. *Reports to the Superintendent and to the School Committee:* School principals and directors will provide the Superintendent of Schools and the School Committee with a semi-annual report of incidents of bullying which have taken place in the schools under their respective supervision.

17. *Reports to Teachers and Other Schools:* Continuous and/or serious documented incidents of bullying shall be included in any transfer of student records.- Information related to prior incidents will be shared with appropriate faculty and staff at the discretion of the principal.

18. *First Amendment Rights:* This policy shall not be interpreted to infringe upon the First Amendment rights of students at reasonable times and places.

**ATTENDANCE POLICY**

**PURPOSE**

The purpose of the Chariho School District Attendance Policy is to bring students and teachers together so that learning can take place. Attendance at school is a serious matter and time lost from class is irretrievable. Studies show that attendance is directly related to a student's success in school. Attendance records are also part of a student's permanent records, which may be passed on to any organization seeking references. Rhode Island state law requires all students between the ages of six and sixteen years to be registered in and attend school regularly.

**DEFINITIONS**

**Exempt Absences**

Exempt absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor excused illness or injury (doctor's written excuse must be submitted upon return to school), court appearance, military deployment event, or dismissal from school by the school principal or designee. Exempt absences do not count toward attendance policy limits. (See promotion points and course credit requirements).

**Non-Exempt Absences**

Non-exempt absences include all absences not listed as Exempt Absences. Non-exempt absences count toward attendance policy limits (See Promotion Points).

**Truancy**

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who do miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

Non-Exempt Absences	Count toward 10 per year	Work can be made up
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Exempt Absences	Do not count toward 10 per year	Work can be made up
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The responsibility for make-up work due to an absence is with the student, not the teacher. Unless previous arrangements have been made due to extended absence, all make-up work, including quizzes and tests, must be submitted in accordance with the homework expectations policy. Projects, research papers, presentations, etc., due during the absence are due the first day a student returns to the class(es) missed.

All students are expected to attend school. Appointments with doctors, dentists, etc., should be made at times other than during school hours. Students absent due to illness or suspension on the day of a school-related activity (e.g., athletic event, drama, dances, etc.) may not attend that activity. It is the parents'/guardians' responsibility to notify the school at 315-2835 regarding a child's absence prior to 8:00 A.M. on the day of the absence. If a parent does not call this 24 hour phone line, a written excuse from the parent/guardian is required within 48 hours of the student's return to school. Additionally, when a pattern of absences develops, a written excuse may be required in addition to the phone call. This written excuse must include the date(s) of the absence(s) and the reason. **Parental permission in and of itself is not recognized as legitimate reason for absence.**

**Appeals**

Aspects of the Attendance Policy, including those concerning promotion points and course credit, may be appealed according to the timelines and procedures of the Appeals Policy.

**Recording and Reporting Absences, Tardies and Early Dismissals**

1. All absences, tardies, and early dismissals are recorded and reported as non-exempt until the appropriate excuse is provided in writing. See definitions for exempt and non-exempt absences.
2. A parent/guardian is required to call the school to report their child's absence. The school clerk will attempt to contact the parent/guardian regarding absences if the school has not been notified. This contact does not imply that such absences are exempt. Parent permission, in and of itself, is not recognized as a legitimate reason for absence.
3. Following four (4) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review.
4. Following eight (8) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian in writing requesting a meeting. A referral may be made to the Attendance Officer.
5. Following ten (10) non-exempt absences, tardies, and/or early dismissals, a referral will be made to the Attendance Officer and/or Truancy Court.
6. Appointments with doctors, dentists, etc. should be made at times other than during the school day.
7. Students with any non-exempt absence, tardy and/or early dismissal on the day of a school-related activity (e.g., dance, play) may not attend that activity.

**PROMOTION POINTS**

Students exceeding ten (10) non-exempt absences per year shall not receive the three points toward promotion for the following: math, science, social studies, language arts, English, foreign languages and physical education/health. For all other courses, students exceeding five (5) non-exempt absences shall not receive the promotion point. Students in grades 5-8 who attend The RYSE School lose points after accumulating ten (10) non-exempt absences per year.

**TARDINESS TO CLASS**

- All students are expected to be on time to all classes.
- If a student is detained or required to be out of class for part of a class period, the student must present a pass when arriving to class.
- Unexcused tardiness to class in excess of two (2) will result in a student being assigned discipline as defined in the Behavior Code.

**TARDINESS TO SCHOOL**

Students who arrive to school after 7:30 A.M. must report to a dean of students. Legitimate excuses, such as doctor's appointments, must be approved by the principal/designee. An excuse such as oversleeping IS NOT considered legitimate.

- Any tardies in excess of two (2) per quarter will result in a student being assigned discipline as defined in the Behavior Code.
- Parents will be notified of the third and all subsequent tardies per semester.
- **Students tardy to school must report prior to 7:45 A.M. with a valid excuse to be eligible to participate in extra and co-curricular activities. Students arriving after 7:45 A.M. must have a doctor's note or other documentation specifying why the student arrived after this time.**

**FAMILY TRAVEL / VACATION**

A student's absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. While disciplinary action will not be taken, the number of days missed will be counted in the total number of days absent in determining promotion points.

**EARLY DISMISSAL / DISMISSAL**

A written request for early dismissal signed by the student's parent/guardian must be presented to the first period classroom teacher on the day of the early dismissal. Parental phone calls requesting an early dismissal must be approved by the principal/designee. This request must contain the date, time, reason for dismissal, telephone number for verification, and parent/guardian signature. Early dismissal forms will be filled out by the student's classroom teacher and be available prior to dismissal to enable students to get necessary assignments. Students are required to contact teachers to get class and/or homework assignments that they will be missing due to early dismissal. **A parent must come into the main office and personally sign the student out of school. Proper photo identification is required from all individuals who pick up students. Any individual arriving at the**



5. Homework should be developmental in nature and increase in scope with the maturity and capabilities of the student.
6. The staff at each grade level should inform students and parents of this Homework Policy, how it will be carried out at the grade level, and expectations for parents.

### **Homework Expectations**

Parents, students and teachers share responsibility in ensuring that homework supports student achievement. Outlined below are suggested practices to achieve that goal.

1. Student Expectations
  - A. Will write down all assignments.
  - B. Will take home materials essential to the completion of the assigned work.
  - C. Will schedule time to complete work.
  - D. Will have a quiet study place.
  - E. Will take the primary responsibility to complete all assignments to standard and on time.
2. Parent Expectations
  - F. Will promote a positive attitude toward homework.
  - G. Will reserve a specific time for homework.
  - H. Will take an interest in what the students are doing and allow students to complete homework as independently as possible.
  - I. Will encourage child to work and complete each homework assignment and return it when due.
  - J. Will contact the teacher if a student constantly exceeds average time guidelines.
3. Teacher Expectations
  - K. Will provide meaningful and appropriate homework activities.
  - L. Will explain criteria for grading homework.
  - M. Will consider student performance levels when assigning homework.
  - N. Will adhere to the suggested guidelines for time.
  - O. Will check, review, and provide timely feedback for homework.

**When a student returns from absences, his/her work will be available to be made up. When a student is out sick, his/her work will be available at parental request for pickup at the end of the next school day. For each day of an excused absence, the student will be allowed one day to make up work missed.**

#### Suggested Guidelines for Middle School

Grades 5 and 6 - 50-60 minutes, 4 days per week average  
 Grades 7 and 8 - 70-80 minutes, 4 days per week average

#### Grading of Homework

Homework is an important extension of the school day. Student accountability for completion of homework is required. Homework will be weighted at no more than 15% into the calculations of each subject's quarterly grade.

### **CHEATING, FORGERY, PLAGIARISM**

Academic dishonesty in any form is a serious offense in any institution of learning. Students who choose to be academically dishonest cheat not only themselves and their teachers, but also all other students who show integrity in their efforts.

**Definition:** Plagiarism is the use of and representation of other people's words and/or ideas, in whole or in part, as one's own

work. This definition applies to words or ideas taken without proper acknowledgement from any published or unpublished source, including books, periodicals, internet sites, essays, and the work of fellow students. Plagiarism may take many forms, including, but not limited to, the following:

1. Copying word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words, phrases, and/or structure. This also includes non-textual material, including musical and artistic copyrighted compositions as well as theatrical and dance choreography.
2. Intentionally paraphrasing ideas from any outside source without proper acknowledgement.
3. Submitting in whole, or in part, the work of another student.
4. Submitting in whole, or in part, an assignment written for another course by someone else.
5. Intentionally allowing one's essay, assignment, or test answers to be copied by another student.

### **FIELD TRIPS**

Field Trips are part of the instructional program. Unless there are extenuating circumstances, all students are to have the opportunity to participate. Exceptions are to be approved by the building principal.

### **PERSONAL PROPERTY**

Personal property that is not used in the instructional program should not be brought to school. The following items are not allowed in school; playing cards, laser pens, skateboards, toys, water pistols, computer games, cameras, and Heelys. If students bring prohibited articles to school, they will be confiscated and released to a parent during school hours. Radios, Walkman's, MP3 plays, I Pods, CD players, Game Boys, Play Station portables, and cell phones are items that are allowed on the bus. Students may bring these items into school. They must be kept in their locked lockers at all times during the school day.

### **DRESS CODE**

Clothing and personal appearance should reflect high self-respect and respect for others. Clothing choices must not reveal any parts of the chest or midriff while students are standing or sitting. Footwear must be worn at all times. We strongly urge parents to send their child to school with footwear that is appropriate for the season and the school environment. Certain articles of clothing are not permitted to be worn in school:

- Coats or jackets.
- Hats, sunglasses, or bandanas / headbands, wrist bands, gloves, hoods, swimsuits, halter tops, belly shirts, undershirts with straps less than 2 fingers wide, muscle shirts, short shorts, skirts, or spandex separates that are shorter than fingertip length.
- Clothing, wrist bands, buttons, signs, etc. with a suggestive or profane message.
- Clothing, wristbands, buttons, signs, etc. which promote alcohol, drugs, or violence.
- Chains, necklaces or bracelets that could cause injury or disrupt the educational process.
- Heelys are not acceptable sneakers/shoes for school.

A student wearing such articles and/or footwear will be sent to the office. Students will be issued a verbal warning. If they continue to

make poor clothing choices, parents will be contacted and will need to deliver replacement clothing.

### **BOOK BAGS / BACKPACKS**

Students may need to use book bags/backpacks to carry belongings to and from school. However, students carrying book bags or backpacks in our hallways pose a safety problem. **For this reason, we ask that students eliminate the use of book bags/backpacks during the school day.** Exceptions to this policy may be made when necessary, i.e. for medical reasons, and/or last block specials.

### **LOST AND FOUND**

There are lost and found receptacles located in the clinic, house offices, and in both gym locker rooms. If you've lost a valuable object, report it at once to the main office. The school suggests that you do not bring valuables or large sums of money to school. Be sure that your name is on your belongings, e.g. jackets, sneakers, gym clothes, and books, notebooks, etc.

### **LOCKS AND LOCKERS**

Lockers belong to the school, and students are allowed to borrow and use this space responsibly. Each student will be issued a locker for storing his or her materials for the day. Students must provide their own locks. Students are liable for any damage to their assigned locker during the course of the year and are asked to keep their lockers clean. The school is not responsible for what a student keeps in his/her locker. **Students are not to give out their locker combinations or to share the use of their locker with another student.** Students must lock their lockers at all times and are not to pre-set their combinations. Students should readily report any locker or combination difficulties to their team teachers to help ensure security of their belongings. Administrators and teachers have the right to ask students for their locker combinations.

### **CORRIDOR PASSES**

Students must have their agenda book signed in order to travel from of his/her house area (to the office, library, clinic, etc.). Students must go to the destination noted on the pass by the shortest route, with no stopovers at other points and without bothering students in other classes. Passes will be issued only as needed and must be presented at the destination, signed, timed, and returned to the teacher who originated the pass. Students must walk to the right when moving through the main corridors. Two-way pedestrian traffic in the corridors will be observed to ensure students' timely arrival to class.

### **OFFICE TELEPHONES**

The number for the Chariho Middle School is 364-0651. Administrators, teachers and support personnel can be accessed through the receptionist during the school day or by using the directory to leave voice mail during and after school hours. If all phones are in use, you will not get a busy signal, but a ring. You will hear a message asking you, "If you know your party's extension, you may dial it now or for the directory of extensions, press 1." You may opt to stay on the line; the receptionist will be with you as soon as possible.

### **CELL PHONES**

Cell phones must be turned off and out of sight or in a locker during the school day. Students cannot make /receive calls or text message while in school. Messages of an emergency nature will be given to the students from the main office. A telephone is available in the main office for necessary outgoing calls with the permission of a teacher or administrative staff. Any student using a cell phone in school, to make or receive calls, text, take pictures/videos will be subject to the consequences described in the discipline code. When necessary, the police will be contacted.

### **VISITORS**

**ALL VISITORS TO THE CHARIHO MIDDLE SCHOOL CAMPUS MUST REPORT TO AND REGISTER AT THE MAIN OFFICE FOR THE SAFETY AND SECURITY OF OUR CHILDREN.** Visitors will be issued a pass. Visitors will not be permitted to loiter on school grounds. Students from other grade levels are not permitted in the middle school during the official school day. **Students are not permitted to have student visitors or guests during the school day.**

### **FIRE DRILLS**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding and flashing of emergency alarms. An evacuation plan is posted in each room. Students are to walk quietly and briskly to the designated exit. Teachers will accompany students outside the building. Once outside, students must remain calm, quiet, stay away from buildings, fuel storage tanks, and vehicles.

### **SAFETY EQUIPMENT**

In certain classes, e.g., science and technical education, safety wear such as protective eyeglasses is mandatory. If a student refuses to wear safety equipment, parents will be advised in writing that the student will not be allowed in class unless safety equipment is worn.

### **SCHOOL SERVICES**

#### **LUNCH / BREAKFAST PROGRAMS**

Breakfast is offered to all students from 7:15 to 7:30 in Resource Room I.

Breakfast	\$ 1.00
Reduced	\$.30

Lunch periods of twenty-five minutes are scheduled for all grades. All students will have the opportunity to go outside after lunch if they choose.

Lunch	\$ 2.25
Reduced	\$.40
Extra Entrée	\$1.75
Milk	\$.50

The Middle School lunch program provides students with a wide variety of choices for meals as well as a la carte items. A monthly menu will be listed in local newspapers and on the Chariho website. In order to provide efficient and expeditious lunch lines for students, ONLY cash or prepaid transactions will take place in the cafeterias. For parent's convenience, pre-payment is offered in cash or check made payable to **ARAMARK**, for **meals and/or a la carte items**. (\$2.25 for lunch, \$.40 for reduced lunch). Any funds unused by that student will be carried forward to their account. **PAYMENTS ARE ACCEPTED ANY DAY OF THE WEEK. A DROP BOX FOR**

**PAYMENT IS AVAILABLE IN THE MAIN OFFICE.**

### **WEEKLY PAYMENTS FOR MEALS**

\$11.25 for 5 lunches \$2.00 for 5 reduced lunches  
\$22.50 for 10 lunches \$4.00 for 10 reduced lunches  
\$33.75 for 15 lunches \$6.00 for 15 reduced lunches  
\$45.00 for 20 lunches \$8.00 for 20 reduced lunches

\*\*\*\* Prices are subject to change \*\*\*\*

Forms will be distributed at the beginning of the school year for free and/or reduced-price lunches. Parents are eligible to apply for a free/reduced lunch, at any time during the school year, and will be required to complete and return the confidential eligibility forms immediately. Each eligible student must have an application on file in the central office.

During lunchtime, students may also use cash to purchase snacks from a vending machine in each of our cafeterias.

All school rules are in effect during lunchtime. Food is to be eaten in the cafeteria. Students are asked to discard food or containers in the proper containers, and clean up their own areas after lunch. Students sit at a table with a maximum of eight (8) students per table. Proper behavior is expected at all times in the lunch area. **Open drink containers are not allowed in the halls, lockers or classrooms unless students have been granted permission.**

### **GUIDANCE SERVICES**

Each student in grades 5-8 will be assigned a guidance counselor. Counselors are available to students or parents to discuss any concerns or problems. A planned guidance curriculum is conducted in classrooms and in small group settings. The goal of guidance services is to enable each student to adjust to the Middle School, to reach full academic potential, and to get along well with peers, teachers and families. Counselors also assist students and parents in long range planning for high school and post-graduate plans. Academic decisions made during the middle school years can have far reaching applications in the future. School psychologists are available to students and parents and can be contacted at 364-0651.

### **ACCESS TO STUDENT RECORDS**

A student and/or his/her parent/guardian shall have access to the student's records and may request copies of any information in the record. Authorized school personnel shall have access to student records. In general, no information in a student's record shall be disseminated without the written consent of the student and his/her parent. A log shall be kept to record the dissemination of any information in the student record. Parents wishing to view student records should contact the guidance office and request a conference.

### **CONFERENCES**

Parents who wish a conference with a specific teacher or team should call the school office at 364-0651 to request a meeting. A teacher will respond to arrange a meeting. If a conference with a guidance counselor is desired, call the office number and ask for your child's counselor.

A parent wishing to meet with all teachers should indicate that the child's Unified Arts teachers also be present.

### **LIBRARY/MEDIA CENTER**

Any 5th grade student requesting to use the library must present a library pass, signed by a teacher, which indicates the reason for the request. The library is a quiet area. Each student using the library, including the computer area, must be prepared to work, with a notebook and a pencil or pen. A student's inappropriate behavior will result in disciplinary action according to the CMS behavior standards, and will include returning the student to class.

### **INTERNET USE POLICY**

(As defined in School Committee Policy)

The Chariho Regional School District realizes the value of access to the Internet. It also recognizes the potential for abuse. In an effort to prevent such abuse, an Internet use agreement must be completed on an annual basis by all Chariho students in grades 5-12. This document will be included in the opening of school packet and must be signed by all designated parties and returned to teachers.

### **HEALTH SERVICES**

#### **ACCIDENTS OR ILLNESSES OCCURRING AT SCHOOL**

A student injured or becoming ill at school should report to the clinic with a signed agenda book, if possible. Emergency first aid will be administered by the school nurse. Parents will be notified of a serious accident or illness. Accident insurance is available for all families; forms are distributed to all students at the beginning of each school year.

Emergency contact forms will be sent home at the beginning of the school year for completion by parents. **It is most important to fill out these forms and return them to school as soon as possible. PLEASE ENSURE THAT INFORMATION ON THE EMERGENCY FORM ON FILE IN THE CLINIC IS UP-TO-DATE. If any information on this form should change, please update the office staff as soon as possible. Only those individuals noted on the Consent to Release Form will be allowed to pick up a student. All individuals must also provide photo identification to school personnel.**

### **MEDICATION**

Authorization from a physician is required before prescribed medication can be administered at school. **Medication must be brought to the clinic by a parent/guardian in its original labeled container in order for the nurse to dispense same. No child should be allowed to carry medication on his/her person to school or during the school day.** Any students doing so may be subject to disciplinary action in violation of the district substance abuse policy.

### **PHYSICALS**

The State of Rhode Island mandates that all students entering the **seventh** grade must have a physical exam from their physician. Any other students entering the Chariho School District from out of state must show proof of a physical exam within the past six (6) months.

### **IMMUNIZATIONS**

In accordance with the Rhode Island Department of Health Rules and Regulations pertaining to Immunizations and Testing for Communicable Diseases (R23-1-IMM), all children entering Chariho Middle School are **required** to be immunized. For specific

information regarding required immunizations contact the Chariho Middle School nurse or visit our website [www.Chariho.k12.ri.us](http://www.Chariho.k12.ri.us).

### **PHYSICAL EDUCATION PARTICIPATION**

Physical Education is an integral part of the total educational experience. Students have a responsibility to develop and maintain an individual level of fitness through participation in carefully designed learning activities. Physical Education provides all students with a fun and enjoyable opportunity to be healthy and fit.

This encourages positive decision making, cooperation, responsible citizenship, further learning, productive employment, and the commitment to maintain an active healthy lifestyle.

All students participating in outside physical education in the warm/hot weather should have a water bottle filled with water for hydration.

Non-participation, which includes not dressing for physical education, can result in disciplinary action.

### **PHYSICAL EDUCATION EXCUSES**

**Medical Excuse Policy:** If a student receives an injury for which a physician provides a written statement exempting the student from PE class for any length of time, the student needs to bring a copy of the note to the school nurse. The student will be exempt from PE class and will not need to make up any lost time. The student will not be allowed to return to PE until the designated time on the medical note.

- All PE excuses from the school nurse or parents/guardians will be honored.
- Students are allowed two such excuses per quarter without losing class credit.
- For the third and subsequent excuses, the student will not earn credit for missing the class.
- Students will be allowed to "make up" missed classes for full credit.

### **PHYSICAL EDUCATION 'MAKE-UP'**

Classes must be made up after school or during a student's skills class. Students must arrange make-up times and dates with their PE teacher. If a time and date has been agreed upon between the student and the teacher, the student is responsible to come prepared (i.e., change of clothing). Students can receive full credit for a make-up class; however, the actual amount of credit they receive will depend upon their participation, effort, and motivation.

### **EXTRACURRICULAR ACTIVITIES**

The Chariho Regional School District is an educational institution with the primary function of educating students. Athletics, as well as other extra curricular activities, are of a secondary nature when it comes to the academic standards we wish to instill in our students.

Student-athletes and students wishing to participate in other extra-curricular activities must meet the following criteria:

- **A student must maintain a minimum overall average of 70 in major subjects and no more than one failure in a major subject.**

- **Students with incomplete or missing work will lose all privileges including but not limited to participation in all extra-curricular activities.**

### **DANCE POLICY**

Throughout the school year, a number of dances are held for 7<sup>th</sup> and 8<sup>th</sup> grade Chariho Middle School students. The dates of the dances are listed in the Chariho Regional District Calendar. Students attending the dance must follow all the rules of Chariho Middle School as detailed in the handbook. Proper attire must conform to the Chariho Middle School dress code. Attendance for middle school dances will be based on the following point system. Any student, who receives a consequence prior to a scheduled dance, will accumulate points, based on the severity of the consequence. Students accumulating **five** or more points prior to each dance **will not** be eligible to attend. After each dance, students will have the opportunity to begin back at **zero**, before points begin to accumulate again.

Point system is as follows:

- Suspension = 2 pts. per day
- ESD = 1.5 pts. per day
- Office Detention = 1 pt. per day
- Lunch detention = .5 pt. per day

In addition, students are not allowed to leave the dance early unless signed out by a parent or guardian who must notify a chaperone. If a student is absent the day of the dance, he/she will not be allowed to attend the dance. Any student who exhibits inappropriate behavior will be removed from the dance and parents will be contacted for immediate pick up. **All dances begin at 6:30 P.M. and end promptly at 8:30 P.M. Students are to be dropped off in front of the gymnasium at 6:30 P.M. and picked up outside of the auditorium at 8:30 P.M. Parents are asked to arrive by 8:30 P.M.!**

**\*\*\*\*\* Students with incomplete or missing work will lose all privileges including but not limited to participation in all extra-curricular activities.**

### **GENERAL POLICIES**

Any Chariho District policies not addressed in this handbook are available to the public. Please contact the principal to view the district policy book. Policy books are available in the superintendent's office, middle school office, and library/media center. Policies may also be viewed on the district website.

### **DUE PROCESS**

All students have rights guaranteed them by the United States constitution. The concept of "due process", as it applies to school disciplinary procedures, can be summarized as follows: a student has the right to know what he/she is being accused of doing wrong; the student has the right to a fair and impartial investigation; and the student has the right to respond to the charges. Within 48 hours, parents/guardians may file a written appeal to the principal regarding their child's consequences; the principal's decision to the superintendent; the superintendent's decision to the School Committee; and the School Committee's decision to the RI Department of Education - in that order.

The Chariho Regional School District does not discriminate on the basis of age, gender, marital status, race, religion, national origin, color, creed, political affiliation, sexual orientation, or handicap in

accordance with applicable law.

### **APPEALS POLICY**

The Chariho Regional School District encourages all individuals to resolve differences informally and at the lowest possible level in the chain of command. If, however, substantive differences cannot be resolved in such a manner, all individuals are entitled to seek resolution through the following appeals system.

Level 1: Any party to a dispute may file a written appeal with the building principal within 48 hrs. of a disagreement. Within five school days of receipt of a written appeal, the building principal will provide a written response.

Level 2: If the decision of the building principal does not resolve the matter, a written appeal may be filed with the superintendent within seven days of receipt of the building principal's written response. Within five school days of receipt of a written appeal, the superintendent will provide a written response.

Level 3: If the decision of the superintendent does not resolve the matter, a written appeal may be filed within seven days with the Chairperson of the Chariho School Committee (the appeal shall be filed with the Clerk of the School Committee in the superintendent's office). Unless an emergency matter, the Chariho School Committee shall consider the matter at its next regularly scheduled meeting. Within five days of said meeting, the School Committee will provide a written response.

Level 4: If the decision of the School Committee does not resolve the matter, a written appeal may be filed with the Rhode Island Department of Education.

The system may be entered at the appropriate level in accord with the nature of the disagreement. The above appeals system is general in nature. **Any policy-specific appeals structure, such as those related to transportation and student conduct, shall control.**

### **STANDARDS FOR STUDENT BEHAVIOR**

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. With regard to these expectations, students are required to conform to standards of behavior while at school, on the school premises, or while engaged in school functions away from school.

The school recognizes the value of immediate and positive response to inappropriate student behavior. The response is designed to make students aware of their action 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 standards. 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 behavior code is established to deal with students who violate the school's policies regulating student behavior. Students who violate these policies are depriving the rights of the students who are obeying the rules and are striving for an education. Each teacher will set up rules and regulations for their classes. This code is reviewed and amended periodically by action of the School Committee. The code is to be administered consistently, strictly, impartially, and justly for all and favors to none.

Modification of the prescribed disciplinary action may take place in special circumstances. In such cases, the principal and the teacher will confer and agree upon the appropriate action prior to the disposition of the case with the student.

### **LEVELS OF DISCIPLINE**

#### **Lunch Detention (L.D.)**

- ◆ Twenty-five (25) minutes in an alternative location, no recess.

#### **Teacher Detention (T.D.)**

- ◆ Assigned for inappropriate classroom behavior (e.g., talking, disruptive behavior, unprepared for class, gum chewing, tardiness, uncovered books, littering).
- ◆ 24-hour notice is given

#### **Office Detention (O.D.)**

- ◆ Detention is held after school from 2:15 to 3:05 PM.
- ◆ 24-hour notice is given.
- ◆ Late bus passes are available.
- ◆ Students must be engaged in school-related academic work during office detention; failure to do so will result in the assignment of another office detention.
- ◆ Missing office detention due to absenteeism or suspension will result in office detention on the next day of attendance.

#### **Extended School Day (E.S.D.)**

- ◆ E.S.D. is held after school hours, from 2:15 to 5:15 PM and on Saturday morning from 8:00 to 11:00 AM, in a designated area.
- ◆ 24-hour notice is given.
- ◆ Parents are responsible for transportation.
- ◆ Missing E.S.D. due to absenteeism/suspension will result in E.S.D. the next day of attendance.
- ◆ Students must be engaged in school-related academic work during E.S.D.; failure to do so will result in the assignment of another E.S.D.

#### **Out-of-School Suspension (O.S.S.)**

- ◆ Serious violations of the behavior code will result in out-of-school suspension (O.S.S.).
- ◆ Suspensions start the day of or the day after the violation.
- ◆ A parental meeting must occur prior to readmission.
- ◆ Serious or excessive violations may result in a referral to the Superintendent for further consequences.