

NARRAGANSETT PIER MIDDLE SCHOOL



Student and Parent Handbook

2017 - 2018

School Hours

8:05-2:35

www.narragansett.k12.ri.us/nps

SCHOOL COMMITTEE

Tammy McNeiece, Chairperson

Diane Nobles, Vice Chairperson

Rebecca Durkin

Justin Skenyon

Frank White

CENTRAL OFFICE ADMINISTRATION

Dr. Peter Cummings, Superintendent of Schools.....792-9450

Leslie Brow, Director of Student Services.....792-9426

Karen Hagan, Director of Finance and Administration...792-9450

Lyn Budaj, Human Resource and Payroll Coordinator...792-9450

Stephen P. Gormley, Director of Operations.....792-9430

Derek DePalo, Transportation Supervisor.....792-9440

John McGrath, Director of Food Services.....792-9420

MIDDLE SCHOOL TELEPHONE NUMBERS

Main Office.....792-9430 (press 0)

Attendance.....792-9430 (press 1)

Guidance Office.....792-9430 (press 2)

Office FAX Number.....792-9436

The Narragansett School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. We provide equal access to all sponsored programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title II ADA Coordinator: **Human Resource and Payroll Coordinator**

Title IX Coordinator: **Director of Finance and Administration**

Section 504 Coordinator: **Director of Student Services**

Note: All inquiries may also be directed to the Office of the Superintendent:

25 Fifth Ave.

Narragansett, R.I., 02882

(401) 792-9450

For further information on notice of non-discrimination, visit:

1. United States Department of Education

<http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>

2. OCR New England Region - (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Susan Rhodes, Regional Manager

Office for Civil Rights

U.S. Department of Health and Human Services

Government Center

J.F. Kennedy Federal Building - Room 1875

Boston, MA 02203

Customer Response Center: (800) 368-1019

Fax: (202) 619-3818

TDD: (800) 537-7697

ocrmail@hhs.gov

If special accommodations or an alternative format of this handbook is needed, please call the main office at 792-9430

CONTENTS

Mission Statement.....	3
Vision Statement.....	3
Faculty and Staff	5
School Policies and Procedures	7
Academic Policies and Procedures	15
Code of Behavior	17
Sports Participation.....	28
State and Federal Policies	29
Facilities and Maintenance Updates and Notifications.....	31
Index	32
Notice to Parents Regarding Release of Educational Records	33
Handbook Sign off Sheet	34

NARRAGANSETT MIDDLE PIER SCHOOL
235 SOUTH PIER ROAD
NARRAGANSETT, RHODE ISLAND 02882
Telephone (401) 792-9430
Fax (401) 792-9436
TT/Voice Relay/800-RI55555



Message from the Principal

On behalf of the faculty and staff, I would like to welcome you to the Narragansett Pier Middle School for the 2017-2018 school year. We hope that you are excited about the many opportunities available to you for both personal and academic growth at the Pier School.

As middle school students, we encourage you to be active learners and participants in all that we do. We want the years you spend with us to be the best they can be.

The following pages in this handbook explain what you will need to know to make these years successful. Take time to read these pages with your family. The opportunity to work with you is an opportunity that is important to all of us.

Good luck and best wishes for a successful and productive year.

*With Best Regards,
Marianne Kirby*

A 21st Century School educating the leaders of the 21st Century ... our students!

Mission

The mission of the Narragansett Pier School is to guide our fifth through eighth grade middle level students through a period of growth and change intellectually, emotionally, physically and socially.

Vision

In order for Narragansett Pier School to continue its journey as a high performing middle school, it must have a clear sense of the goals it seeks to reach, the students and community it serves, and the contributions that all must make in order to achieve this vision. As a result, the NPS community will:

- treat all people with respect, and foster a climate of appreciation for diversity.
- be a place where learning is the focus, and there are high expectations for all learners.
- be a place of continual change and evolution as we strive to help all students learn and grow as responsible citizens of our community.
- be a place where communication is valued and supported as a way to ensure cohesiveness and continual focus on our mission and goals.
- be a place to grow leaders among all groups in the community.
- maintain a clean, safe, and healthy environment through good maintenance, a clear health and wellness policy, and constant vigilance with regard to security issues.
- celebrate and value the success of its community members.

Students

An exemplary school recognizes the importance of each individual student. As a result, each student understands that he or she is an important and valued member of the community. Therefore, all students will:

- be active members of the community and develop a sense of belonging through participation in the life of the school.
- be active participants in a variety of rich educational experiences.
- meet or exceed high academic expectations.
- will set and meet high expectations for themselves.
- will be respectful, tolerant members of the community.

Staff

An exemplary school recognizes the critical role of each staff member in the success of all students. As a result, all staff members will:

- have clearly stated, high expectations for student success and will work individually, collaboratively, and collegially to foster the success of all members of the community.
- model their commitment to lifelong learning through focused professional development and reflection resulting in the use of “best practices” in instruction, discipline, and human relations.
- communicate openly among and between grade levels and other identified groups and individuals as a way to ensure cohesiveness and continual focus on our mission and goals.
- value and work toward curriculum consistency and support instructional improvement efforts.
- be responsible members of the community as shown through active participation in the life of the school.
- utilize tools such as the NPMS website, student handbook, monthly newsletter, parent LISTSERV (email notification system), progress reports, report cards, parent conferences, annual open house, and other direct means of communication.
- provide notification of school events, programs, testing results, academic progress or concerns.
- welcome parents as valuable members of the school community.

Parents

An exemplary school recognizes the importance of family involvement in the success of all students and the school itself. As a result, all families will:

- take an active interest in their child’s academic progress.
- facilitate parent and staff communication by utilizing tools such as the NPMS website, student handbook, monthly newsletter, parent LISTSERV, (email notification system), progress reports, report cards, parent conferences, annual open house, and other direct means of communication.
- develop a sense of belonging to the school community through active participation in the life of the school.
- have the opportunity to participate in volunteer activities at the school, pending background check.
- be respectful, supportive members of the school community.

Faculty and Staff

Administration

Marianne KirbyPrincipal
Brian Tetreault.....Assistant Principal

Professional Staff

Rebecca Angell.....Social Worker
Jennifer Benson.....Psychologist
Mary BoyleSpeech/Language Pathologist
Michelle Bush.....Evaluation Team Chairperson
Emily Chartier.....District Mathematics Coach
Peggy Fair.....School Nurse Teacher
Ann Marie Glanville.....Speech/Language Pathologist
Linda Jordan.....Occupational Therapist
Michael Millen.....Athletic Director
Agnes Pelopida.....District Literacy Coach
Jaclyn Turnbull.....Guidance Counselor
Donna Wallace.....Physical Therapist

Faculty and Staff

Jennifer Brodeur.....Grade 7 ELA
Joanne Blessing.....Special Education
Terry Burke.....Art
Julie Camara.....Grade 7 Special Education
Susan Craven.....Grade 5 Science
Beth Dorich.....Teaching Assistant
Lauren Durney.....Grade 8 Special Education
Karla FlahertyGrade 5 Mathematics
Lynn GalliganGrade 6 ELA
Lillian GatesGrade 5-8 Literacy
Katherine Griffin.....Grade 6 Special Education
Hannah Hackett.....Grade 6 ELA/Mathematics
Daniel Healy.....Music
Kevin HoldenGrade 8 Social Studies
Michelle HolmesGrade 7 Social Studies
Colin Hoyle.....Grade 7/8 Mathematics
Christina Izzi.....Foreign Language/ELL
Ryan Kanaczet.....Grade 6 Social Studies
Bridget Keane.....Grade 8 ELA
Joseph Kutcher.....Grade 7 Science
Martha LaBelle.....Physical Education/Health
Fritz Lanz.....Math Interventionist
Nancy Lemoi.....Teaching Assistant
Dale LoomisGrade 8 Science
Sandy LovejoyGrade 7/8 Reading and Writing
Christine McDonough.....Grade 5 Special Education
Elizabeth McKanna.....Grade 5 Social Studies
Shelia McPartlin.....Grade 6 Mathematics
Bridget McPhillips.....Teaching Assistant

Carolyn Mellors.....Grade 7 Mathematics
 Vanessa MillerEnrichment
 Holly Mills.....Teaching Assistant
 Joan Mouradjian.....Librarian
 Nancy PesanteGrade 6 Science
 Kristen Provost..... Special Education
 Deb Ranaldi.....Physical Education/Health
 Lennon SchroederForeign Language
 Linda Sheridan.....Teaching Assistant
 Michael Simeone.....Music
 David Smith..... Physical Education/Health
 Nicholas Soltysiak.....Grade 8 Mathematics
 Nicole Tavarozzi.....Special Education
 Lauren TedeschiGrade 5 ELA
 Dianna Whalen..... Teaching Assistant

Clerical Staff

Lisa French..... Secretary
 Laura Hoxsie Secretary
 Jo-Ann MangiliSecretary

Operations/Maintenance/Custodial Staff

Stephen P. GormleyDirector of Operations
 Mary Jane Gray.....Administrative Assistant
 Kim McBrideDay Custodian
 Jimmy Perkins.....Night Custodian

School Policies and Procedures

PARENT SECTION

Emergency Information: So that we can contact you in case of any emergency, be sure that we are provided with current phone numbers for our records where you or your designee can be reached any time that school is in session. Please call us during the year if any of the information changes, especially a phone number.

Attendance

It is the policy of the Narragansett School System to expect regular and consistent attendance in school. Consistent attendance is essential to the learning process and cannot be overemphasized. Absences from school disrupt the continuity of the learning process. Parents are expected to assist the school by supporting the attendance policy. Family trips should be planned for school vacation periods. As much as possible, doctor's appointments should be scheduled for after school hours.

School Hours: 8:05 a.m. – 2:35 p.m.
(Students are considered tardy after 8:13 a.m.)

Absence: If your child is unable to attend school, you should contact the Pier School (792-9430) no later than 9:00 a.m. If we do not receive a call, and your child is not present at the beginning of the school day, we will call the home. If we are unable to speak directly to you on the phone, a dated written excuse on the day he/she returns to school is required.

Students shall be excused from school for the following reasons:

- ❖ Personal illness
- ❖ Medical appointments
- ❖ Serious family matters
- ❖ Observance of major religious holiday
- ❖ School approved trips or events
- ❖ Court appearances
- ❖ Any circumstance deemed extenuating by the administration

It is understood that discipline consequences may be applied for unexcused absences. Furthermore, excused or unexcused absences disrupt the continuity of the learning process and may affect your child's classroom average.

Tardiness: Tardiness is also a deterrent to school achievement. In order for tardiness to be excused, the reason for the tardiness must be communicated in writing by the parent that day. Valid reasons for tardiness are the same as those for excused absences. If your child had a doctor/dentist appointment, please provide a medical excuse note from the doctor's office. If your child arrives after 8:13 a.m., he/she must report to the office before going to the classroom. A tardy slip will be given to the student to bring to the classroom teacher.

A student who exceeds three unexcused late arrivals per quarter may be assigned an administrative detention on the fourth through seventh unexcused tardy; on the eighth unexcused tardy the student may be assigned in school suspension (ISS).

Truancy Court Program: The Narragansett School System is a part of the statewide Truancy Program. The purpose of this program is to reduce the truancy rate in our schools while emphasizing the importance of our students attending school regularly and on time. Students may be referred to RI Truancy Court when they have been absent 10% or more of the school days per academic calendar year and/or are habitually late to school without proper medical documentation.

Participation in Extracurricular Activities: In order to participate in any extracurricular activity sponsored by Narragansett Pier Middle School, students must be present for three consecutive academic periods on the day of the practice, event, game, match, performance, etc. Students who are absent on Friday are unable to participate in any extra-curricular activity on the weekend. Administration has the right to make exceptions in case of extenuating circumstances defined in advance of the absence from school.

STUDENT SECTION

ADVISORY

The Narragansett Pier School provides a nurturing environment that is child-centered and conducive to the unique learning needs of our students. Advisor/Advisee programs are considered to be an essential element of developmentally responsive middle schools. It has been established that when students make lasting connections with one adult, academic and personal outcomes improve. At the Pier School, teachers and guidance counselors together will implement an advisor/advisee program that is designed to provide support and caring throughout our students' middle school years. Each child within the school will establish a positive relationship with at least one adult in the school.

The Pier School is committed to provide time weekly for teachers to connect in a personal way with a small group of students to provide advice and encouragement. Because we believe that our students need to be life-long learners, work cooperatively with others, appreciate diversity, and become active, responsible citizens, we believe the advisor/advisee program will be instrumental in our students' positive academic and personal development. Through meaningful activities, the advisor/advisee program will further develop our students' sense of belonging with adults, other students, and the community.

ASSEMBLIES

We believe that students can learn in many different ways. One way to reinforce some of the things that are taught in regular classes is through assemblies. We regularly use our cafeteria or gymnasium to have special presentations of visiting guest speakers and presenters. Please keep in mind that when students are a member of an audience, they are required to be on their best behavior and to show proper appreciation of the performance or presentation.

ATTENDANCE

Upon arrival at school you should do the following promptly:

1. Go to your locker. Jackets and hats are to be left in your locker.
2. Report to your homeroom immediately.

Once you report to your homeroom, you should not leave your assigned area without permission. While in homeroom, attendance will be taken and morning exercises will be observed before you are dismissed to your first class.

Late Arrival at School: If you are late for school you must report to the main office for a tardy slip. When you arrive at your assigned area, you should present the tardy slip to your teacher. When you are tardy, you must have a note signed by a parent or be signed into school by a parent. If you exceed 3 unexcused tardies per quarter you may be assigned an administrative detention on the 4th through 7th unexcused tardy. On the eighth unexcused tardy, you may be assigned in school suspension (ISS).

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Automated external defibrillators are located within Narragansett Pier Middle School. The intent is that they will be used by trained school and community members to promptly treat sudden cardiac arrest. Three AED's are housed in easily accessible and well-marked cabinets in the foyer, outside the gym and in the west wing hallway. Tampering with the cabinets or AED's for any other reason than intended is a serious offense. The school nurse has an additional AED stored in the clinic for coaches for sports and athletic events. Anyone interested in becoming certified in First Aid and CPR/AED, should contact the American Red Cross, The American Heart Association or the school nurse about classes.

COMPUTER/TECHNOLOGY RESPONSIBLE USE POLICY

The purpose of this document is to establish a policy for the responsible use of the computer network and associated technology as a tool for learning in the school system of Narragansett, Rhode Island. In summary, the policy affirms that the employees and students may use the computer network to do any action or receive and/or communicate any language that the employee or student could not do in person. Any act or work prohibited by federal, state, and/or local law including the Narragansett School System (NSS) is forbidden by this policy. Additionally, the policy reflects that there is no expectation of privacy in the use of email or internet communications when such communications occur over NSS provided equipment by NSS employees, students, or others.

Internet access and technology is widely available to students and teachers in the school system. Before access may be obtained, the *Responsible Use Policy* must be read carefully and the consent form must be signed and returned to the school. The District is pleased to bring this access to the school system and believe the internet offers vast, diverse, and unique resources to both students and teachers.

For specific details surrounding the guidelines for *Responsible Use*, *Access to Inappropriate Material*, *Inappropriate Network Usage*, and *Supervision and Monitoring*, please go to our website at www.narragansett.k12.ri.us/onetoone

DANCES

Dances may be scheduled throughout the school year for students in grades 7 and 8. In order to attend a dance, a student may not receive any detentions or disciplinary referrals to the office during the week of the dance. Students who do attend must remain for the entire duration of the dance. They may not arrive late or leave early. A student who is absent or suspended from school on the day of a dance may not attend. Typically, dances will be from 7PM – 9PM. Parents are asked to pick up students promptly at 9:00 P.M. Students are not allowed to walk home. Dances are for Pier Middle School students in grades 7 and 8 only.

EARLY DISMISSAL OR NON-BUS DISMISSAL

If you wish to take your child from school at dismissal time or earlier in case of any unusual occurrence (doctor's appointment, dental appointment, etc.) you may do so at the main office and we will call for your child. Parents are requested to sign the early dismissal book in the main office. In the case of an early dismissal, please notify us in advance by note. Our regular dismissal time is 2:35 PM.

For security reasons, you may not dismiss your child from school by phone. If your child is considered a walker to and from school, the school must have this information in writing. No student who rides the bus will be allowed to walk unless there is written communication from a parent/guardian.

FIELD TRIPS

We acknowledge that field trips are a valuable extension of any school program. However, a field trip is a privilege and we reserve the right to exclude any child whose participation might cause a disproportionate amount of supervision or might interfere with the enjoyment, learning or safety of other students. In the event of a field trip, all students are required to have written permission on file.

GUIDANCE

The Guidance Counselor's role at the Pier School is to assist students with their development both academically and socially. The counselor will always be on hand to aid teachers, parents and students in seeking solutions to problems involving middle school students. Students, parents and teachers are encouraged to seek the counselor's assistance in the problems encountered by the student population at Pier Middle School.

Counselors are available to:

- Orient new students to the Pier School.
- Interpret test data for students and parents.
- Assist parents in understanding their child's learning cycle.
- Assist parents and students in dealing with neighborhood, bus, or school problems.
- Provide students with career information.
- Provide students with vocational and technical school information.
- Work with groups of students.
- Assist individual students with personal problems.
- Attend MDT, IEP, and 504 meetings.
- Work with outside agencies.

LOCKERS

All students are provided with one locker for clothing, books, and school supplies. Please insure that your locker is securely locked at all times and that you keep all belongings in the locker. These lockers are and remain the property of the Town of Narragansett and are in the care, custody and control of the Narragansett School Committee. The school administration has the right and responsibility to search lockers when there are reasonable grounds to believe that prohibited articles may be contained therein and to confiscate such articles. Every effort will be made to have the student present except in circumstances where either (a) the student is unavailable; or (b) having the student present might jeopardize the safety or welfare of those present in the school building; then the student will be notified by the following day. The school department will not assume responsibility for the loss or theft of any personal belongings kept in a student's locker.

LOST OR DAMAGED PROPERTY

The school cannot accept responsibility for stolen money, cell phones, iPods or other articles. Students should become increasingly responsible for their own property as well as that of the school. Labeling articles will assist in the return of lost items. We strongly advise that students not bring excessive amounts of money or valuables to school. We often have unclaimed clothing and other articles in our lost and found section of the cafeteria.

LUNCH

You will eat lunch at one of the following times:

<u>Mon, Tues. Thurs. and Fri:</u>			<u>Wednesday:</u>		
1 st Lunch	11:35 -12:00	Gr. 7 or 8	1 st Lunch	11:00 -11:25	Gr. 7 or 8
2 nd Lunch	12:00 -12:25	Gr. 7 or 8	2 nd Lunch	11:25 -11:50	Gr. 7 or 8
3 rd Lunch	12:25 -12:50	Gr. 5 or 6	3 rd Lunch	11:50 -12:15	Gr. 5 or 6
4 th Lunch	12:50 - 1:15	Gr. 5 or 6	4 th Lunch	12:15 - 12:40	Gr. 5 or 6

After lunch there is an optional 15-minute recess

The cost of lunch is: Lunch - \$2.85 Reduced Lunch - 40¢ Milk - 60¢

There are four lunch periods of 25 minutes. While in the lunchroom, you should behave respectfully with each other and the adults supervising the area. When finished with lunch, you should clean your tabletop and the area around and under your table, and you should behave in an orderly manner until dismissal.

Money will not be loaned to a student to buy lunch. If a student forgets lunch money, the cafeteria staff will provide a cheese sandwich. If there are any allergies, kindly notify our school nurse.

Grades 5, 6, 7 and 8 will be allowed outdoor social time for approximately ten to fifteen minutes after lunch. In all cases, food and drink should never be taken out of the cafeteria and rough play is not allowed while outdoors. Also, once you go out, remain outside until the end of the recess.

Additionally, "Grab & Go Breakfast" is available to all students during homeroom. The cost is \$1.25, milk included. Bottled water, juices, and milk are also available at varied prices. All prices are set by Aramark and subject to change.

MAKE-UP TIME/TEACHER DETENTION

Any of your teachers may keep you after school for make-up work or make-up time in case you have missed some work or class time or for behavioral reasons, providing they have given **24 hour notice or contacted your parents**. If you have been assigned teacher detention, you are responsible to report without delay to that teacher directly at dismissal. Failure to report for teacher detention may result in the assignment of two one-hour office detentions and an Incident Report will be included in your file. A conference with the Assistant Principal will be held.

MANDATORY SAFETY DRILLS

As mandated by the state, we are required to have the following drills during the school year: fire drills, evacuation drills, and lockdown drills. Students are to assume that all fire alarms indicate an actual emergency and must respond immediately. Students are to file out of the building quickly and quietly, following any instructions written or oral or posted which might be given. At the beginning of the school year teachers will review the safety procedures with students. Students should assist the teacher by helping to close all windows and doors.

NUTRITION

Wellness Policy

The Narragansett School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health contributes to optimal student performance potential. The Health and Wellness Committee will include representation from all schools in the Narragansett School District, including staff, parents and community members. The goal of this policy is to:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
2. Support and promote proper dietary habits contributing to students' health status and academic performance.
3. Support and promote efforts that communicate correct food safety practices.
4. Support opportunities for students to engage in physical activity.
5. Include programs to support the positive emotional and mental health of our students and staff.
6. Establish and maintain a district-wide Wellness Committee as required in RI General Law 16-21-28.

Nutrition

Nutrition Standards Intent/Rationale

The Narragansett School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverages, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food Sold and Provided Outside the USDA Reimbursable School Meal Program

Food:

- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits and vegetables.
- Any given food item for sale will have no more than 30% of its total calories derived from fat.
- Any given food item for sale will have no more than 10% of its total calories derived from saturated fat.

Beverages:

- Students will be provided with access to drinking water throughout the day. Drinking water fountains are available to students and staff throughout the buildings. Students are allowed to bring water into the classrooms.
- Only Milk, Water and beverages containing 100% fruit juices, may be sold on school grounds. This applies to any area where students have access. Soda will not be sold on school grounds.
- District schools will sell only low fat white and flavored milk (1%) or fat free milk.

Fundraising/Concessions

All fundraising projects are encouraged to follow the District Nutrition Standards in their projects. The Narragansett School District will promote healthy fundraising alternatives such as book sales, school supply sales or fundraisers that promote physical activity. Home prepared products such as cakes, cookies, brownies, etc will not be allowed to be sold in order to support a healthy school environment, to avoid the potential of food borne illness, and to reduce allergic reactions.

Any groups, organizations or individuals who wish to sell food outside of the school day (PTO events, sports events) shall be notified of the Narragansett School District's Wellness Policy and encouraged to comply with the standards, but will not be mandated to follow the policy. In an effort to provide the healthy environment desired, these groups are encouraged to purchase items through the School Food Services Provider and to utilize the services and expertise of a certified food manager for events.

- No candy will be sold for fundraising
- Non-food based fundraisers are encouraged
- Fundraisers that promote physical activity are encourage

Celebrations and Curriculum based Activities

In an effort to maximize instructional time, take into consideration students with food allergies and other medical conditions, and to ensure proper handling of food, the policy of the Narragansett School District in this area includes:

- No candy should be sent into school. Should candy be sent into the school, it will be returned to the student to take home.
- Food that coordinates with a curriculum activity (such as multi-cultural, Colonial Food Tasting, etc) will be purchased from a vendor which complies with food safety regulations (acceptable food includes pre-packaged products or restaurant items).
- The Narragansett School District prohibits the use of food as rewards and incentives in the classroom and in the school environment. For events such as birthday recognition, parents are encouraged to send in small items such as pencils, stickers, etc. (if they wish). If a parent chooses to bring in a healthy snack for the birthday celebration, it should be purchased from a vendor which complies with food safety regulations.
- Food may be used when found to be essential by a student's educational program team. In such cases every effort should be made to make the incentive as nutritionally sound as possible and take medical conditions into consideration.
- If there is a question about a food related activity, the building administrators may be contacted and will make decisions regarding that activity. Any questions concerning Food and Nutrition and Food Safety, may be directed to the Food Service Director.

Please see District Policy V A 6 B "Wellness" for more details regarding the following topics on our website at www.narragansett.k12.ri.us:

- The USDA Reimbursable School Meal Program
- Cafeteria Environment
- Food Safety
- Food Allergies
- Nutrition Education
- Physical Activity

PUBLIC RELATIONS

The Narragansett Pier School is committed to informing parents and the general public about many exciting activities happening in our school. Therefore, local newspapers will often be invited to our school to cover newsworthy events. When appropriate, pictures will be taken for publication. A photo/video agreement form is located on page 38.

The Narragansett School Department has chosen to adopt the **ALERTNOW Rapid Notification Service** to enhance parental communication. This service will allow us to send a voice and/or email message to all of our students' parents for all of the contact numbers you provide us with within minutes if an emergency occurs at school. We will be using **ALERTNOW** for emergency notifications, inclement weather cancellations or delays and early dismissals due to inclement weather.

RECYCLING

In order to be as responsible as possible regarding waste management, appropriate containers are set up for students and adults to recycle paper, cans, plastics, etc.

SCHOOL PHONE

Classroom and cafeteria phones are for **emergency use only** with the permission of the classroom teacher or cafeteria supervisor. **If there is a home emergency, parents may request to speak to the Principal or Assistant Principal.**

Any student found tampering with the phone (i.e. calling 911 as a prank) will be suspended.

SPECIAL EDUCATION ADVISORY COUNCIL

The Narragansett Special Education Advisory Committee (NSEAC) is a committee of parents and teachers concerned with the education of students with disabilities. The NSEAC sponsors a variety of workshops dealing with the educational needs of all students.

Membership of the NSEAC is open to parents of students receiving special services, teachers, administrators and other concerned individuals. The purpose of the committee is to offer advice and support.

SPECIAL EDUCATION SERVICES

Special education services are provided for those students with identified disabilities. If a child qualifies for Special Education, the services are provided according to the child's needs and the Individual Education Program (IEP), developed cooperatively by parents, special and regular education staff, and nurse and consultants when appropriate.

These services may include, but are not limited to resource, intensive resource and self-contained classes; adaptive physical education, occupational and/or physical therapy; speech and/or language resource, and counseling. If you suspect that your child may have a disability and you wish to refer your child, please contact your child's teacher or call 792-9426.

TELEPHONE MESSAGES

We will be happy to forward parent messages to students during lunch/recess time and at the end of the school day. **PLEASE UNDERSTAND IT IS NOT POSSIBLE TO INTERRUPT CLASSES TO SPEAK DIRECTLY TO YOUR CHILD UNLESS THERE IS AN EMERGENCY.** Please be assured that all information you wish your son/daughter to have will be given to him/her before the day ends.

TRANSFERS

In the event that you plan to move to another community, please notify us at least one day prior (preferably earlier) to your child's last day of attendance so that we can complete all transfer records. This will make enrollment much easier in your child's new school. Please be aware that all textbooks must be returned to the Pier School prior to the release of records.

Academic Policies and Procedures

REPORT CARDS

Reports of students' progress are available anytime by accessing the Power School portal. A password to the portal will be issued to both you and your student. Report cards are issued in November, January, April, and June. The format of the report card may vary from each grade and subject. Also, selected comments will be listed dealing with student behaviors and class participation. All subjects will be listed on the report card.

PARENTS ARE ASKED TO SIGN REPORT CARDS AND RETURN THEM TO THE HOMEROOM TEACHER.

PROMOTION CRITERIA

General Guidelines:

- Narragansett Pier School believes that given time and effort, all students will learn.
- When determining an individual student's eligibility for promotion to the next grade, factors such as IEP or 504 designations, age of student, grades, and previous and/or on going interventions, will be considered.
- For the purpose of this policy, academic subjects include mathematics, English/literacy, science, and social studies.

Failure of Mathematics and/or English/Literacy:

- A student who fails mathematics must attend and pass a mathematics summer program.
- A student who fails English/literacy must attend and pass a literacy summer program.
- The student must complete and pass the summer course(s) to be promoted to the next grade.
- A cost may be incurred for summer courses.

Failure of Subjects Other Than Mathematics and English/Literacy:

- A student who fails any two academic subjects must complete and pass one summer course, the content of which will be prescribed by the summer school coordinator, in order to be promoted to the next grade. If one of the subjects is math or English/literacy, the policy stated above applies.
- A student who fails any three academic subjects must complete and pass two summer courses in order to be promoted to the next grade.
- A student who fails any four academic subjects may be ineligible for summer school and can be retained.
- A cost may be incurred for summer courses.

Eligibility to Participate in 8th Grade Promotion Ceremony:

- Any student who fails two or more academic subjects will not be allowed to participate in the eighth grade promotion exercises.

EXTENDED SCHOOL DAY PROGRAM

If a student is failing a class at progress report time or they begin to fall behind in class assignments prior to progress report time, they may be assigned to an extension of the school day to make up work that is missing or receive additional supports to succeed in class work. If a student is assigned to Extended School Day for incomplete school work they will be on social suspension until he/she exits the program for work completion.

RULES for STUDENTS ENROLLED in SUMMER LEARNING PROGRAM

1. Students must be on time for all classes.
2. Students must attend every class in order to receive credit. More than two absences (for emergency reason only) will result in failure or termination from the program. **All absences must be verified by a parent/guardian.**
3. Students must remain in class until dismissed by the instructor.
4. Misbehavior of any kind will not be tolerated. Any student who cannot behave properly and respectfully will be terminated from the summer program.
5. All Narragansett Pier Middle School student rules are expected to be followed. This includes such things as no gum chewing, proper attire, no hats, electronic devices, etc. Please refer to the School Code of Behavior section of this handbook for more information.
6. Students may not loiter in the building before or after classes.
7. Students may not interrupt classes for any reason.
8. Promotion to next grade is contingent upon successfully completing the requirements of the program. A parent conference may be requested with a teacher and/or administrator.

HONOR ROLL

Pier Middle School has an honor roll in grades seven and eight. In order for students to be eligible, they must achieve all grades of 80% (B-) or above in ALL classes.

NATIONAL JUNIOR HONOR SOCIETY

Our seventh and eighth grade students are also eligible for induction into the Mariner Chapter of the National Junior Honor Society. These honor students stand out in their excellence in character, citizenship, and public service. They are recognized for their excellence in academics by maintaining an average of 90% or better. In addition, students must complete 12 hours of community service. Once inducted, students must maintain their high caliber of excellence in order to remain members.

STATE ASSESSMENT PROGRAM

Students in Grades 5 – 8 are required to participate in state assessments for mathematics and English language arts. Additionally, 8th grade students are required to participate in Science testing. The results of these assessments are given to school districts upon completion. We are then able to include the data in students' files, enabling us to consider additional information when reviewing their progress and educational plans. The testing dates will be posted on the school website, as soon as they become available.

We consider this component of our students' school experience to be very important. We ask for parents' help and cooperation by making sure students attend school on time on all testing days, get sufficient rest, and eat a healthy breakfast.

Code of Behavior

Life at Pier Middle School is guided by the principles of our Positive Behavioral Intervention Supports (PBIS) of respect, responsibility and safety between and among the adults and young adults who comprise our school community. At Narragansett Pier Middle School, we expect students to demonstrate self-discipline in managing their behavior. We encourage self-discipline when we acknowledge that students are responsible for their own behavior and when we organize our classrooms and our activities to reflect our belief in their ability to make good choices.

We realize, however, that at times individual students do not exercise self-control, despite the positive and caring attitude of the teacher, and that they consequently do not meet their responsibilities as school citizens. At such times, we must assist the student in establishing self-control through a combination of efforts. We need to gather our resources around that student; administrators, teachers, guidance counselors, support staff and parents must be called together to help the student seek a solution to the problem.

We use an incident report system for student discipline. This system was designed to ensure consistency in the overall discipline at the Pier School. When a student misbehaves (frequently talking in class, fooling around, gum chewing, being disruptive), the behavior may be reported and filed in the office. When an incident has been filed, the Assistant Principal may hold a conference with the student. At this time, parents/guardians may be contacted. If deemed necessary, a conference will be arranged with the parent, student, and the teachers involved to develop a plan for correcting the misbehaviors.

When a student commits a serious offense such as swearing, fighting, insubordination (any intentional failure to follow the directions of a staff member), etc., the student will be sent directly to the office. A report will be filed recording the appropriate consequences for the offense and the circumstances involved. Actions taken will range from detention to school suspension, in addition to other possible consequences. Parents will be notified and a conference may be scheduled. In the case of school suspension, a reinstatement conference is necessary with a parent in order for a student to be readmitted to school on the day she/he is scheduled to return.

Also, please note that skipping teacher detention is recorded as a serious offense. This type of behavior will result in the student being sent to the office to meet with the Assistant Principal.

FOR EACH TEACHER DETENTION MISSED, TWO OFFICE DETENTIONS MAY BE ASSIGNED. Lastly, appropriate behavior is not only expected in class, but also in the cafeteria, hallways, and at recess. These disciplinary procedures apply to all areas of our school and anytime NPS students participate in school sponsored trips or activities.

Please Note:

If school is cancelled for inclement weather, that day may not constitute a suspension day and any office detentions would be rescheduled.

Student Athletes should also reference “**STUDENT ATHLETE CODE OF CONDUCT**” on page 28.

The following range of disciplinary sanctions is in place:

- **Administrative Detention**

Administrative detention will be served afterschool from 2:40-3:40 PM. Students must report with study materials and remain quiet. No student will be excused, after the fact, for not reporting to detention. Inappropriate behavior during administrative detention may result in additional detentions or suspension.

All assigned administrative detentions should be served within three school days of the infraction. Students who fail to serve detentions within the allotted time period will be placed on indefinite social suspension until the detentions are completed. Under no circumstances will detentions be allowed to accumulate from one month to the next.

- **Social Suspension**

Social suspension is exclusion from all extra-curricular activities. This includes such activities as dances, sports (including sports try outs), banquets, recognition ceremonies, school-sponsored trips, and any other activities which are not required by an academic course. Each semester, social suspension may be assigned for up to ten (10) weeks each time a student is suspended or when chronic infractions occur. Generally, a student receives a week of social suspension for each day of suspension. Any student with 3 suspensions in a semester will be placed on indefinite social suspension. A student may also be assigned social suspension for incomplete school work assignments or as a consequence for **general misbehavior** (see page 19).

- **In-School Suspension**

Students can be assigned to In-School Suspension (ISS) for a variety of reasons. Students on ISS must remain in the ISS room all day except for an escorted lunch. Students in ISS may not participate in any extra-curricular activities on the day of the ISS.

- **Suspension**

Suspension is exclusion from school privileges by administrators for no more than 10 consecutive school days. Students may not attend or participate in any school activities, including sports, during the suspension period.

Except in cases of an emergency, or where a student's presence constitutes a threat of disruption, no student will be suspended without an informal due process hearing. All reasonable efforts will be made to contact the student's parent(s) prior to suspension. When parental contact cannot be made, the student will be assigned ISS for the remainder of the day. A parental conference is required before the suspended student is readmitted.

- **Expulsion**

Expulsion is exclusion from school privileges for more than 10 and up to 180 consecutive school days. Any student faced with expulsion will be given the opportunity for a formal due process hearing before the school committee.

- **Other**

Other alternatives (including, but not limited to, *morning administrative detention, lunch detention, etc.*) will be considered to assist students in establishing self-control.

DUE PROCESS

Students are entitled to receive a written statement of the school's major rules and regulations. In disciplinary cases carrying the potential of suspension, students are entitled to a limited form of due process which includes the right to:

1. Notification of specific charges and evidence against them.
2. Present their defense in an informal hearing with a building administrator.
3. Receive notice (oral or written) of the decision reached.
4. Appeal a decision containing a substantial error to the principal.

In cases involving a possible expulsion, due process provisions are expanded and formal.

(R.I.G.L. 16 - 21 - 27)

BREACHES OF CONDUCT

The following breaches of conduct during school, on school transportation or while attending any school sponsored or related school activity whether held on or off school property, will lead to disciplinary action:

Articles for Sale Other Than School Sponsored

Non-school related organizations will not be allowed to solicit funds on school property under any circumstances or to use students in school for such activities. Also, students are not allowed to sell any items (soda, etc.) on school grounds.

Articles Not Permitted in School

The following are some categories of articles not permitted in school:

- Skateboards
- Alcohol, drugs, cigarettes, or any tobacco product
- Cigarette lighters
- Gambling articles, including cards
- Squirt guns or any other toys with projectiles
- Articles for sale other than school sponsored (see above)
- Weapons (see below)
- Any other articles deemed disruptive to the school process
- Pizza or other deliveries to students
- Laser pointers

Cell Phones and Electronic Equipment

Students' personal electronic devices, such as iPods, iPads or cell phones are not permitted to be used anywhere in the school without the permission of an adult in their presence. Cell phones may be confiscated if students use them in school without permission. Confiscated cell phones are subject to review and may be returned to the student at the end of the school day (first and minor offense) or must be picked up by a parent/guardian (major and/or subsequent offenses). The school will not be responsible for any loss or damage pertaining to cell phone or other electronic devices brought in to school. Any student who refuses to hand a cell phone over to a faculty member will be sent to the Principal or Assistant Principal for disciplinary action.

Conduct Endangering Property

Students causing or attempting to cause damage to school or private property may be suspended up to five days for the first offense and up to ten days for a second offense. Students responsible for the loss or intentional damage to property will be required to make monetary restitution.

Disruptive Behavior

Obscene, abusive, and/or vulgar language directed toward faculty or staff will not be accepted or tolerated. A student using such language will be suspended from school based on the discretion of the Assistant Principal and the staff member involved. Parents will be notified in each instance.

Students who conduct themselves in a manner which represents a danger to persons or property or a threat of disrupting the educational process may be suspended up to ten days for the first offense and referred to the police department in the case of a criminal offense.

Disruption of the school by bomb threats or false alarms shall be the cause for an automatic request for expulsion by administration in accordance with policy.

General Misbehavior

Students whose behavior may be regarded as disruptive, an abuse of school privileges or is contrary to the philosophy of self-discipline and responsible citizenship may be assigned to detention or in-school suspension. See Administrative Detention. Repeated behavior of this type may result in suspension.

Harassment and Bullying/Cyber Bullying

Narragansett Pier Middle School recognizes that a safe and civil environment in school is necessary for students to learn and achieve; that harassment, intimidation and bullying disrupts a student's ability to learn and the school's ability to educate children and provide a safe environment; and that all students and staff members must treat others with civility and respect. The law defines "harassment, intimidation and bullying" as any act, whether written, verbal, or physical, that is motivated or perceived by characteristics such as race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation, mental or physical disability or other distinguishing characteristics, that occurs on school property, at a school-sponsored function, or on a school bus.

Expectations Regarding Student Behavior

All students have the following rights:

- To be treated with respect and courtesy
- To feel safe when traveling about school and on school buses
- To report bullying to a teacher or another school employee without fear of reprisal, retaliation, or false accusation
- To expect the school to investigate such reports and to intervene when necessary to prevent bullying

All students have the following responsibilities:

- To treat others with respect and courtesy
- To refrain from, and to refuse to participate in, name-calling or put downs based on another student's appearance or ability, and other acts of bullying
- To report bullying as soon as it is observed, to a teacher or administrator, immediately fill out a complaint form in the main office which will be forwarded to the building administrator

Consequences of Violation of Policy

Students, who are found to have engaged in bullying, or to have retaliated against another for reporting such conduct, will be subject to discipline in accordance with school rules. A student who is found to have made a knowingly false report of bullying will likewise be subject to discipline. In lieu of discipline, such students may be required to forgo school privileges, including participation in athletics and school sponsored functions; and to participate in counseling and training.

District Policy can be accessed at:

<http://www.narragansett.k12.ri.us/Policy/V.C.1.a.Bullying-Cyberbullying.htm>.

Insubordination

Students who willfully disobey a reasonable request by any member of the school staff will have their parents notified and will be assigned detention(s) for the first offense. Repeated offenses may result in suspension from school. Students who continue to violate school rules will be subject to more stringent disciplinary action.

Loitering, Causing Disturbance or Unauthorized Leave

Any person who loiters on or about any school building or grounds or who unlawfully interrupts or disturbs any public school session shall be subject to arrest and prosecution. This policy shall also be applied to students who have been duly suspended, reassigned, or expelled and who remain at school to loiter or cause a disturbance. Teachers and staff members will immediately fill out a complaint form in the main office, which will be forwarded to the building administrator. Truancy and unauthorized leave from school property during the school day may result in detention and up to suspension.

Students are not allowed to be in the building, before or after school hours, without adult/staff supervision.

Manner of Dress and Grooming

Students are expected to take an increased responsibility for personal cleanliness and manner of dress. However, manner of dress may not be distracting or disruptive to the educational process. Halter tops, bare midriffs, strapless tops, and/or tank tops are not permitted. Also, pants worn low, pajama bottoms, short skirts and shorts, or other revealing distracting styles of clothing are not permitted.

T-shirts with drug, alcohol or any inappropriate images or slogans are not to be worn in school or in Physical Education classes. It is expected that the parents of our Pier students will cooperate in this effort to have students dressed appropriately for school.

Hats or outside jackets are not to be worn in the building. Backpacks carried to school are to be left in lockers. No backpacks are allowed at evening activities, including school dances. Chains or other loose hanging jewelry, which may be a hazard, are not allowed.

Possession, Sale, Use or Dispensing of Alcohol or Drugs

The possession of, distribution of, use of (meaning any detectable alcohol or drug within the body), or being under the influence of alcohol or controlled substances as defined in RI General Statutes, or the possession of drug-related paraphernalia while on school premises, on school-sponsored transportation or at any school-sponsored activity is prohibited and will result in suspension and /or expulsion. Students suspended or expelled for alcohol or drug abuse shall be referred to seek qualified counseling, and, in some cases, shall be required to seek such counseling. If warranted, administration will request police participation.

Teen Dating Violence:

Dating Violence: A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

Sexual Violence: Includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.

Prevention

The Principal of each school shall ensure that students and staff are instructed on how to identify, prevent and report teen dating violence and sexual violence. The Principal shall also ensure that the school health program and counseling services include the appropriate social skills and training to help students avoid isolation and help them interact in a healthy manner.

Theft

Students stealing or attempting to steal school or private property may be suspended up to five days for the first offense and may be referred to the police department.

Threats or Intimidating Behavior

Students who threaten or attempt to intimidate another student or staff member may be suspended for up to ten days for the first offense and referred to the police department. Extremely serious violations and second offenses may be grounds for expulsion. Any staff member who experiences threats or intimidation by a student should notify the administration immediately when the incident occurs. However, please be advised that the school administration cannot file charges on behalf of an individual.

Weapons

Students, who possess, handle or transmit any object that can reasonably be considered a weapon will have that weapon confiscated, will be referred to the police department, and will be referred to the superintendent with a recommendation for suspension or expulsion. Bringing onto school premises or possession on school premises of a firearm or a replica of a firearm will result in an expulsion for the period of a year unless the Superintendent recommends shortening the term of suspension or the individual is a student with a disability.

This list is not meant to be all-inclusive, and other situations may develop which may lead to suspension or expulsion. The building administrators shall forward to the police any information involving a violation of the law taking place on school property.

Procedures Regarding Prevention and Crisis Intervention/Physical Restraint for Safety Promotion

Crisis Intervention: Physical Restraint- Restraint Procedures:

It is the policy of the Narragansett School Department that physical restraint/crisis intervention is used only in the following circumstances:

1. Non-physical interventions were not or would not be effective or appropriate.
2. The student's behavior poses a threat of imminent, serious physical harm to self and/or others.

In circumstances where a behavioral intervention plan is already developed for the student, the plan has been fully implemented as specified.

The Narragansett School Department limits the uses of such force to the amount and duration necessary and reasonable to protect a student or another member of the school community from assault or imminent, serious physical harm.

Advanced Training for Authorized Staff: Training Requirements

In addition to the basic training provided all staff regarding these procedures, advanced training is required for staff considered by the Narragansett School Department to be qualified to administer physical restraint/crisis intervention procedures with students as well as serve as staff trainers.

Restraint Safety Procedures

The following safety procedures are in effect, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002:

Restraint is administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint/crisis intervention, the student demonstrates significant physical distress, the student is released from the restraint immediately and school staffs are directed to take steps to seek medical assistance.

Program staff must review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint/crisis intervention on an individual student.

BUS SAFETY CODE

The bus operator is in charge of the bus and all passengers. S/he is responsible for the safety of pupils and for their conduct on the bus. A student's time at the bus stop and on the bus shall be considered an extension of the school day. Riding the bus is a privilege that can be denied temporarily or permanently, if the pupil's behavior warrants it. The operator reports to the Assistant Principal violations of rules, and a pupil may become ineligible for transportation if his or her behavior creates a problem on the school bus.

It is necessary for pupils to observe the following rules:

1. Only eligible students are allowed to ride the bus. Eligibility is determined by grade and distance from the school.
2. It is a violation for a pupil to ride a bus other than the one to which he or she is assigned, and to meet or leave the bus at a stop other than his or her assigned stop. Requests to change buses to visit with schoolmates or for day care purposes must be made in advance by parents or guardians in writing and must be approved by the Principal or Assistant Principal in writing.
3. When the school bus does not arrive at the bus stop on time because of mechanical failure, road, or weather conditions, the pupil is expected to wait for the bus a "reasonable" length of time, dependent on weather conditions.
4. Pupils must be at the stopping place at the time designated and ready to get into the bus with the least possible delay in order to keep the bus on schedule.
5. Pupils may not stand or play in the roadway while waiting for the bus.
6. Pupils must remain in line at least five feet from the bus when it stops to pick up and may move toward the bus only when the door opens.
7. Pupils may not bring animals, pets, reptiles, firearms, or explosives on the bus.
8. Pupils must obey the bus operator at all times while under his or her supervision.
9. Pupils must maintain an acceptable manner of conduct at all times; smoking, vulgarity, and boisterous and other improper conduct will not be permitted. Conduct on the bus is that which is acceptable while in school. The bus driver is in charge of the bus and responsible for each student's safety. Students must obey the driver promptly and cooperatively in order to insure the safety of all riders.
10. Pupils will remain seated while the bus is in motion.
11. Pupils may not extend arms or head out of the bus windows at any time.
12. Articles that could cause injury to other students, such as sticks, breakable containers, firearms, skateboards, etc., are not permitted on buses. Other items not allowed are golf clubs/bags, oversized sports duffel bags, and large instruments such as trombones, saxophones, or any other instrument which cannot be held on the student's lap or between their feet on the floor.
13. Pupils must assist the driver in keeping the bus clean by not eating or drinking on the bus.
14. Pupils must not damage or deface any part of the bus.
15. Pupils must remain absolutely quiet when approaching a railroad crossing.
16. Pupils may not play radios on the bus.
17. Pupils must not tamper with the operating mechanism on the emergency doors.
18. Pupils may not operate the service door; this is the responsibility of the bus operator.
19. In crossing the highway after alighting from the bus, pupils may cross only after the driver signals that it is safe to cross. Pupils should pass ten feet in front of the bus and look for the traffic in both directions before crossing the highway.
20. Safety rules:
 - A. Use the crosswalk areas.
 - B. When walking along the highway, walk on the left facing oncoming traffic.
 - C. Remain seated if the bus is delayed on the road.
 - D. Use emergency door only in case of an emergency.
 - E. Be of assistance to smaller children.
 - F. Go home promptly after leaving the school bus.

EXPECTATIONS FOR RIDING THE BUS

Behavior on the Bus: A student's time at the bus stop and on the bus shall be considered an extension of the school day. Students should take assigned seat promptly on entering the bus and remain seated until arrival at destination. No one is permitted to save seats and students must sit only in his/her assigned seat. The driver will assign seats soon after school begins, after students have had an opportunity to note seating preference. The driver may reassign seats as necessary. Conduct and expectations for riding the bus are the same as the conduct and expectations for school.

Late Bus: The stops for this courtesy service are posted on the transportation web site as they are different than your student's regular bus stop. As this is a courtesy service; any safety or behavior violation may result in the suspension or loss of late bus privileges.

The bus driver is in charge of the bus and responsible for each student's safety. Students must obey the driver promptly and cooperatively in order to insure the safety of all riders. Articles that could cause injury to other students, such as sticks, breakable containers, firearms, skateboards, etc., are not permitted on buses. Other items not allowed are golf clubs/bags, oversized sport duffel bags, and large instruments such as trombones, saxophones, or any other instrument which cannot be held on the students' lap or between their feet on the floor. The following offenses shall generate the disciplinary actions indicated:

CLASS I

1. Getting on/off at a stop other than the student's assigned stop (without prior approval)
2. Riding an unassigned bus without prior approval
3. Bringing animals and/or pets on the bus
4. Chewing gum, eating (including candy) or drinking on the bus
5. Distributing gum, candy, etc. to other students on the bus
6. Littering
7. Verbal harassment (not including sexual)
8. Not sitting in assigned seat
9. Not sitting in seat properly
10. Destruction of property belonging to another person
11. Volume on headphones distracting to driver
12. Bringing prohibited items on the bus.

Discipline

First offense – warning

Second offense—warning and conference with parent. If parent does not respond within 3 school days, the student will serve detention.

Third and subsequent offenses – detention

CLASS II

1. Crossing behind the bus or refusing to wait for the driver's instruction to cross
2. Failure to follow directions from a driver or monitor
3. Obstructing safe passage down the aisle
4. Refusing to identify oneself to the driver when asked
5. Extending head, hands or feet out of bus window
6. Shooting elastic bands or throwing any object inside the bus or out the window
7. Spraying perfumes, deodorants, etc. on the bus
8. Wrestling and/or horseplay

9. Creating disruptive noise levels
10. Making racial slurs
11. Harassing other students
12. Being disrespectful to the driver, aide, or monitor
13. Moving out of assigned seat while the bus is in motion which includes climbing over or under bus seats at any time during the route
14. Spitting
15. Stealing
16. Using obscenity (language, gestures)
17. Vandalism to the bus
18. Hitting, pushing, tripping, biting, pinching, or pulling hair of another student
19. Verbal or non-verbal threat to do bodily harm
20. Students obtaining late bus passes after leaving campus or presenting forged/stolen passes
21. Overt display of affection (kissing, fondling, etc.)

Discipline

First offense – detention

Second offense – 2 day suspension from school bus transportation

Third and subsequent offenses – 5 day suspension from school bus transportation; referral to the Superintendent.

NOTE: At the elementary level, detention will be replaced by lunch or recess detention.

CLASS III

1. Fighting on the school bus (If the fighting occurs while a bus is on school grounds, school staff will be called and the student will be subject to the school behavior code.)
2. Possession of tobacco products, matches or lighters
3. Verbal assault directed at the school bus driver, aide or monitor
4. Sexual harassment (definition and considerations are as listed in Narragansett School's policy)
5. Behavior that jeopardizes the safe operation of the bus
6. Boarding a bus during suspension from bus-riding privileges

Discipline

Five (5) day suspension from school bus transportation; referral to the superintendent

CLASS IV

1. Opening or exiting through any emergency exit of the school bus (i.e., rear door, side door, emergency windows)
2. Substance abuse on the school bus (possession or use of alcohol/drugs)
3. Physical assault of another student on the school bus
4. A second Class III infraction in the same school year

Discipline

Ten (10) days suspension from school bus transportation; referral to the superintendent

CLASS V

1. Possession or use of a weapon on the school bus
2. Physical assault on the school bus driver or monitor
3. A second Class IV infraction in the same school year

Discipline

Ten (10) day suspension from school bus transportation, referral to superintendent for additional discipline, followed by a recommendation from the superintendent to the school committee for discipline; this recommendation may include exclusion from school bus transportation for the balance of the year, as well as in-school disciplinary measures, which may also include a recommendation for indefinite suspension from school.

General Information

All infractions of Classes III-V will be reported by the transportation supervisor to the superintendent of schools and Classes IV and V will be reported to the appropriate police department.

Request to Change Buses: Request to change buses to visit with schoolmates or for childcare purposes must be made **in advance** by parents or guardians **in writing** and approved by the Principal, Assistant Principal or designee. **NO STUDENT WILL BE ALLOWED TO RIDE A DIFFERENT BUS WITHOUT WRITTEN PARENTAL PERMISSION.** If a bus is filled to capacity that day, no change will take place. Also, students must only get off at their assigned bus stop each day.

Late Bus: We are fortunate to have a late bus on Monday – Thursday each week that picks students up at school at 3:35 PM (one bus for Narragansett - South and one for Narragansett - North). Respectful and cooperative behavior on the late bus is expected. You will not be allowed to ride the late bus if you are responsible for any disruptions or interfere with the safety of others on the bus.

Time of Arrival: Whether you ride a bus, walk, ride a bike, or are transported to school by a parent, **YOU SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:05 AM.** Students, with the exception of those participating in a school sponsored program or event must wait outside upon arrival. At 8:05, all students should enter through the main entrance and report directly to their team/class/homeroom area.

Bike Riders: If you ride your bike to school, you may park it in the bike rack near the Cafeteria on the side of the building. You should have a bike lock to secure it to the rack. When you enter school grounds, you should ride your bike directly to the rack, secure it, and then proceed to the proper area. There should be no loitering at the bike rack.

Sports

NPMS offers an Interscholastic Sports Program for Grades 6, 7 and 8 and an Intramural Program for Grades 5-8. The following is a list of Interscholastic Sports that NPMS has declared for the school year: boys' and girls' soccer, basketball, cross country, track and field, cheerleading, boys' baseball, and girls' softball. Announcements for tryouts will be made prior to each season.

The RI Interscholastic Sports League requires that students be in good academic standing. They also require student athletes to complete a participation form and have a current physical prior to participation. Also, school administrators will be in regular contact with coaches to ensure that students are in good behavioral standing. Athletes accept the responsibility of being leaders and taking pride in representing NPMS in a positive manner.

ATHLETIC PARTICIPATION PROCEDURES

6TH , 7TH & 8TH GRADE ATHLETICS

The staff of the Narragansett Pier Middle School believes that extra-curricular activities should be a vital component of a student's experience in a middle school community. In order to provide athletic opportunities for our students, the Pier School offers both an intramural program and an interscholastic sports program. The staff also believes that participation on athletic teams is not a right, but a special privilege and that our student-athletes must realize the extra responsibility that goes with being a representative of the Pier School. Therefore, in order to ensure that the integrity of the student's academic experience at the Pier School is maintained, the following guidelines must be adhered to in order to participate in the interscholastic sports program:

STUDENT ATHLETE ACADEMIC CODE

1. All students in grades 6, 7 and 8 may participate in tryouts.
2. All athletes' grades will be reviewed each Monday. Any student receiving a grade of 64 and below in English, Mathematics, Social Studies, Reading/Writing, or Science will be considered ineligible and may not participate in any games or practice until a satisfactory report of Grade 65 or better is reported on the following or subsequent Monday. During that period, students are on academic probation and will attend a mandatory homework club 2 days a week.
3. Any student entering grades 6, 7, or 8 in the fall of the current school year who received a grade of 64 or below in any class on the final report card of the previous school year, may participate in Fall Sports, but will start the school year academically ineligible. Refer to #2 above.

STUDENT ATHLETE CONDUCT CODE

1. School suspension (first of school year) – the student may be suspended from all athletic practices and contests for two weeks.
2. School suspension (second of school year) – the student may be suspended from all athletic practices and contests until the end of the current school year.
3. School suspension during tryouts – the student may be ineligible to play sports for that season.
4. Any student who continually disrupts classes and is consistently removed from class may be suspended from play for one week. Repeated disruptions will result in further suspensions and possible removal from the team.
5. Any student found to be possessing, distributing or using tobacco, alcohol or a controlled substance while on school premises, on school transportation, or at any school sponsored activity will be suspended from their team for the remainder of that season.

State and Federal Policies

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Narragansett School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all sponsored programs and activities.

The Narragansett School System has taken action to comply with Section 504 of the Rehabilitation Act of 1973, a national law that protects *qualified* individuals from discrimination based on their disabilities. Under this law, *individuals with disabilities* are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. Such individuals shall not, solely by reason of handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any school program or activity receiving federal financial assistance. In some cases, plans may be written to guide actions by school staff to ensure that the individual has access to school programs and activities. The Narragansett School System has written a handbook for Section 504 procedures. The designated Section 504 Coordinator is responsible for updating these procedures on an annual basis.

Inquiries of any discrimination relating to this Act should be made to the designated Section 504 Coordinator, c/o Director of Student Services, Narragansett School System, 25 Fifth Avenue, Narragansett, RI 02882 (telephone 792-9450).

For more details regarding protocol and procedures surrounding AMERICANS WITH DISABILITIES ACT - SECTION 504 policy, please check our district website at www.narragansett.k12.ri.us

EDUCATIONAL RECORDS

Parents of students and students 18 years of age and older have rights under federal (Family Educational Rights and Privacy Act) and state (Educational Records Bill of Rights Act) law pertaining to education records. Those rights include the following:

- The right to inspect and review the student's education records within ten days of making the request. The request must be in writing and submitted to the director of guidance.
- The right to a reasonable explanation and interpretation of the records, along with copies of the records.
- The right to request that student's education records be amended if the information contained in them is inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- The right to confidentiality of personally identifiable information contained in the student's records unless the student's parents have given written consent to release it.
- When seeking consent to disclose information contained in a student's records, the school must specify the records that will be disclosed, the purpose of the disclosure, and the parties seeking the information. Upon written request, the school must also provide the parent and the student with a copy of the records that have been disclosed. The school may release information contained in the student's records without parental consent.
- When the information is designated as "directory information." Directory information may include, but is not limited to, the following: student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, height and weight (for members of athletic teams), awards received. The school may disclose directory information if it has notified the student's parents of the types of personally identifiable information the school has designated as directory information. Parents have the right to object to the school's release of any or all types of information designated directory information if the objection is put in writing within 10 days of the student's enrollment. If there is no objection within 10 days, the school may release directory information regarding the student without parental consent.
- To school officials who have a legitimate educational interest in the information or to officials of a school in which the student intends or seeks to enroll. Information may be released in connection

with a student's request for or receipt of financial aid. Information may be released for the purposes of school accreditation, the auditing or evaluating of certain state or federally supported educational programs, or for the purpose of conducting certain studies on behalf of the school district. The school may also release information to state and local juvenile justice officials and authorities and to appropriate parties in the event of health or safety emergency. The school must also release information requested by a judicial order or subpoena.

Health Clinic Procedures & Medical Requirements

School Health Requirements

Immunizations: Students are required to receive immunizations according to RI School Health Regulations. In addition to vaccines required for Kindergarten as of August 2015, 7th grade students are required to have 1 dose of meningococcal conjugate (Meningitis) vaccine, one dose of Tdap (Tetanus, Diphtheria and Pertussis) vaccine and one dose of HPV (human papilloma virus) vaccine.

Students not in compliance with required immunizations may be excluded from attending school until the requirements are met. More information about these requirements can be found at www.health.ri.gov/immunization/for/schools

Physical Exam: All students entering the 7th grade are required to have a physical exam. Forms can be obtained from the school office, clinic or web site <http://www.narragansett.k12.ri.us/NPS>.

Vision Screening: Is required in Grade 5th and 7th and will be performed by the school nurse unless documentation has been received that shows the student has received a vision exam within the past 12 months.

Dental Screening: Documentation of a dental examination within the past 12 months is required for 5th grade students. The school dentist will screen students that do not provide documentation.

Scoliosis Screening: Is required in Grades 6th, 7th, and 8th and is conducted by the school nurse in the spring.

Health Services

Illness / Injury: A certified school nurse teacher is available during the school day to assess and treat injuries and illnesses as needed. When injured or ill, all students should report to the nurse's office with a pass from their teacher or to the main office if the nurse is not available. **Students are not allowed to call/text a parent directly and ask to be picked up from school because of illness.** Students must be assessed by the nurse and be excused only with permission from the nurse or an administrator. Chronic illnesses, severe allergic reaction to foods, insects, etc. or any health condition that is hazardous to the student unless controlled, should be discussed with the school nurse prior to the start of school

Medication Policy: When necessary, the school nurse may administer medications as prescribed by a physician during the school day. **Students are not allowed to self-carry and self-administer medication, including over-the-counter medications without prior authorization of their physician, parent and school nurse.** Any medication required during the school day must have a Medication Authorization Form completed by the physician and received in a Pharmacy labeled container. The medication form is available on the school website and in the Nurse's Office and can be faxed to the school. All medication orders must be renewed each school year as needed.

*Students may receive Acetaminophen (Tylenol) from the nurse if permission is given by the parent on the Emergency Form that is sent home at the beginning of each school year. Please contact the school nurse if you have any questions or concerns about our Medication Policy.

Physical Examination: All students entering the 7th grade are required to have a physical exam. Forms can be obtained from the school office, clinic or web site <http://www.narragansett.k12.ri.us/NPS>. Camp and sports physicals are acceptable. Please send the completed form to the school as early in September as possible.

Narragansett School System - Division of Operations

Integrated Pest Management Plan

Narragansett Pier School

The Narragansett Schools follow a pest management plan whereas control is achieved using progressive steps including:

- Selection of the least hazardous method and/or materials that will provide effective for control of targeted pests.
- Non-chemical prevention of pests using methods such as sanitation, exclusion, and cultural methods.
- Application of pesticides only, “as-needed” to correct verified problems.
- Precision targeting of applied pesticides to areas not contacted or accessible to the children, faculty and staff.

Notifications will normally be made to registered staff and parents/guardians at any building **before** any pesticide application. Staff, parents/guardians are reminded that they can request “pre-notification” of any pesticide application. Written “pre-notification” request should be submitted to the principal at each building. These requests must be resubmitted at the beginning of each school year, or when you, or in the case of a parent/guardian your child enters the school building. The request must include your name, complete address including telephone and e-mail when possible.

Emergency pesticide applications may occur, when a sudden need to mitigate or eliminate a pest which threatens the health & safety of a student or staff member. In the event that an, “emergency” application of a pesticide occurs, notifications will be forwarded no later than the day of the application.

All notifications will include:

- The affected building and the applications location.
- The common trade name of the pesticide.
- The EPA registration number
- The targeted pest.
- The date of the application
- A School Administrator’s contact information to call if you have any further questions.

Since our last, “annual” notification:

- No pesticide application occurred at Narragansett Pier School.

Please refer to www.narragansett.k12.ri.us/Policy for more details outlining District Policy as it pertains to Pests and Pest Maintenance within Narragansett Schools.

Asbestos

Please contact the Director of Operations if you would like to make arrangements to inspect the asbestos management plan. Additionally, please refer to the website for more details outlining district policy as it pertains to Asbestos and Asbestos Management Plans within Narragansett Schools at www.narragansett.k12.ri.us/Policy.

This handbook, regarding rules, regulations, and disciplinary procedures, is to be considered a reference only and not inclusive of any other items or incidents deemed inappropriate or unsafe within a school environment.

INDEX

ABSENCES (EXCUSED AND UNEXCUSED)	7
ADVISORY	8
ALERTNOW RAPID NOTIFICATION	14
AMERICANS WITH DISABILITIES ACT - SECTION 504	29
ASSEMBLIES	8
ATHLETE ACADEMIC AND CONDUCT CODE	28
ATHLETIC PARTICIPATION PROCEDURES	28
ATTENDANCE	8
AUTOMATED EXTERNAL DEFIBRILLATORS	9
BUS	24
CELL PHONES	19
CODE OF BEHAVIOR	17
COMPUTER NETWORK ACCEPTABLE USE POLICY	9
DANCES	9
DETENTION	18
DISCIPLINARY PROCEDURES	18
DRESS AND GROOMING CODE	21
DUE PROCESS	19
EARLY DISMISSAL OR NON-BUS DISMISSAL	9
EDUCATIONAL RECORDS	29
EMERGENCY INFORMATION	7
EXTRACURRICULAR ACTIVITIES	8
FACILITIES AND MAINTENANCE UPDATES AND NOTIFICATIONS	31
FACULTY AND STAFF DIRECTORY	5
FIELD TRIPS	10
GUIDANCE	10
HANDBOOK SIGN OFF SHEET	35
HARASSMENT AND BULLYING/CYBER BULLYING	20
HONOR ROLL	16
LOCKERS	10
LOST OR DAMAGED PROPERTY	10
LUNCH	11
MAKE-UP TIME/TEACHER DETENTION	11
MISSION STATEMENT	3
NATIONAL JUNIOR HONOR SOCIETY	16
NUTRITION	12
PHYSICAL RESTRAINT	23
PROMOTION CRITERIA	15
PUBLIC RELATIONS	14
PUBLIC SCHOOL HEALTH CLINIC PROCEDURES	30
RECYCLING	14
RELEASE OF EDUCATIONAL RECORDS	33
REPORT CARDS	15
SAFETY DRILLS	11
SCHOOL PHONES	14
SOCIAL SUSPENSION	18
SPECIAL EDUCATION ADVISORY COUNCIL	14
SPECIAL EDUCATION SERVICES	14
SPORTS	28
STATE ASSESSMENT PROGRAM	16
SUMMER LEARNING PROGRAM	16
SUSPENSION/EXPULSION	18
TEEN DATING VIOLENCE	22
TELEPHONE MESSAGES	15
TRANSFERS	15
TRUANCY COURT PROGRAM	7

Narragansett School System
Notice to Parents (and students 18 years or older)
Regarding Release of Educational Records

Under federal law (the Family Educational Rights and Privacy Act) and in accordance with “No Child Left Behind” (NCLB) with regard to military recruiters and institutions of higher education, this school district must obtain your written consent before we disclose personally identifiable information from your child’s education records. This school district, however, may release some information, known as “directory information,” without your prior written consent, unless you have asked us not to do so.

The primary purpose of releasing directory information is to allow this school district to include this type of information from your child’s educational record in certain publications, such as playbills, yearbooks, honor rolls or recognition lists, graduation programs, and sports-activity sheets.

We have designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities/sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- E-mail address
- Photograph
- Degrees, honors, awards
- Date and place of birth
- Dates of attendance and grade level

If you do not want this school to release any or all of this information without your prior written consent, please use the attached form to notify us as to which information should not be released without your prior written consent.

This form must be submitted to the school office by October 1, and it will be in effect until the beginning of the next school year.

Please ***do not*** release directory information without my prior written consent to:

_____ Military Recruiters

_____ Institutions of High Education

Name of student(s): _____

Parent/Legal Guardian: _____
(or student 18 or older)

Signature & Date: _____

**NARRAGANSETT PIER MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK
SIGN-OFF SHEET**

Dear Student and Parent/Guardian:

Signed return of this page signifies that you have reviewed and are aware of the contents of the Narragansett Pier Middle School Handbook for Students and Parents. Please put this handbook in a safe place for easy reference.

After review and signature of this page, cut off the bottom portion and have your son/daughter return it to his/her homeroom teacher as soon as possible, but no later than **Friday, September 22nd**. It is essential that we receive this signed page indicating your review of the handbook.

Thank you.

Please cut off bottom portion and return

**NARRAGANSETT PIER MIDDLE SCHOOL
SIGN-OFF SHEET**

<i>Student (Please Print)</i>	<i>Grade</i>	<i>Homeroom Teacher</i>	
<i>Student Signature</i>			
<i>Parent/Guardian (Please Print)</i>			
<i>Parent Signature</i>	<i>Date</i> _____		
<i>Street, Apt. #</i>	<i>City or Town, State, Zip Code</i>	<i>Home Phone</i>	<i>Cell Phone</i>

PHOTO/VIDEO/DIGITAL AGREEMENT

I _____ give my permission to the Narragansett Public Schools to use all images, sound, and videography of my child recorded during school activities for educational and promotional purposes. I understand and agree to allow The Narragansett Public Schools to use all photography, videography, and audio recordings of my child in any present or future media, including television and internet broadcast. These publications may include social media sites and other internet sources for purposes of highlighting our work as a district. As a guardian you reserve the right to revoke permission at any time.

_____ *Parent Signature* *Date* _____

