



Woonsocket Middle School

Student/Parent Handbook 2011-2012

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www.woonsocketschools.com/schools/schoolsites/middle/index.htm

This agenda belongs to:

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Principal’s Greeting

Dear Student, Parent(s), Guardian(s):

Welcome to the Woonsocket Middle School. The middle school years are filled with great physical, emotional, and educational change. As you grow, so do your responsibilities. At Woonsocket Middle School you will be expected to attend school regularly, work to your full potential, and show respect for yourself and others at all times. The handbook is designed to answer commonly asked questions about Woonsocket Middle School. My hope is that through clear and accurate information to students and parents everyone will begin the school year with a clear understanding of school policies, procedures, and expectations. I hope that your middle school experience will be both challenging and rewarding.

I wish you all the best in the coming school year.

Respectfully,



Patrick J. McGee, Ed. D.

Mission Statement

The Woonsocket Middle School staff continuously strives to create a community where everyone is engaged in acquiring a common core of knowledge and experiences to ensure that every student has the opportunity to live a healthy, creative, productive, and purposeful life.

Academic Placement

Step One – Assign Accelerated Students to Grade Appropriate Cluster

For a student to be placed in the Accelerated Program at Woonsocket Middle School, the following factors will be taken into consideration:

1. Teacher Recommendation
2. NECAP Scores
3. Previous Years Grades
4. Attendance History
5. Discipline History

It is expected that students eligible for the accelerated program will not have any negative attendance or discipline histories. These students will also be among the top scorers for the NECAP testing in their grade level. Any recommended student's cannot have any previous failures on their academic record.

The Woonsocket Middle School will provide Accelerated Programs as needed in the areas of English and Math. Students will otherwise be heterogeneously grouped with their grade level peers.

Woonsocket Middle Administration reserves the right to interpret and/or define any passage within this policy.

Step Two – Assign IEP Students to Grade Appropriate Cluster

Any student with an IEP is assigned to a specific teacher by the Special Education Department. The Special Education Department provides the Guidance Department with a list of these students and their appropriate placement. These students are placed on the appropriate team to which their Special Education teacher is assigned.

On each cluster, students are balanced for heterogeneous grouping with each cluster and class. All clusters and classes are to have BALANCED ability level groupings (For example: exceeds proficiency, proficient, nearly proficient, in need of improvement).

Step Three – Assign ESL Students to Grade Appropriate Cluster

ESL - English as Second Language students are assigned to the appropriate cluster based on cluster assignment for teaching ESL eligible students. On each cluster, students are balanced for heterogeneous grouping with each cluster and class. All clusters and classes are to have BALANCED ability level groupings (For example: exceeds proficiency, proficient, nearly proficient, in need of improvement).

Step Four – Assign Remaining Students to Grade Appropriate Cluster

Any student who is remaining is then assigned randomly based on ability levels, as per State testing data, multiple performance assessments and teacher recommendations to fill the remaining slots on the individual clusters. On each cluster, students are balanced for heterogeneous grouping with each cluster and class. All clusters and classes are to have BALANCED ability level groupings (For example: exceeds proficiency, proficient, nearly proficient, in need of improvement).

Academic Probation

Academic probation is defined as the removal of a student from participation in any sport/extra-curricular activity, with the exception of any academic support program, for each quarter until a passing grade of 70 is achieved in all classes allowing one exception. Passing grade status will be determined at the issuance of progress reports and quarterly report cards. Students may earn their way off academic probation by passing all required subjects on the next progress report or report card. Academic probation will commence at the issuance of the next report card. Coaches and advisors will be notified of a student's ineligibility. Notification to coaches and advisors will be the responsibility of the athletic director and after school coordinators. In addition to the eligibility requirements above, students participating in interscholastic athletics are subject to all eligibility requirements of the principal's committee on middle school athletics. These requirements are available in the principal's office. Any student who violates the academic probation policy by participating in any sporting event or extra-curricular activity when ineligible will be excluded from those, and any other non-academic events for a period of a minimum of three weeks. Documentation will be kept by the student's guidance counselor or designee outlining the student's/parent's academic assistance plan to gain possible reinstatement in the extra-curricular activity. The guidance counselor and grade level administrator will monitor the plan and the administrator will review and approve the plan. The principal and/or Woonsocket Middle School administration reserves the right to interpret and/or define any passage within this policy.

Parent/Student Handbook – June 2011

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Academic Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:34 7:44	-----	Morning	Homeroom	Announcements	
7:46 Period 1	7:46			7:46	
8:33	8:28			8:28	
8:35 Period 2	8:30			8:30	
9:22	9:12			9:12	
9:24 Period 3	9:14			9:14	
10:09	9:54			9:54	
10:11 Period 4	9:56			9:56	
10:58	10:38			10:38	
	10:40 – 11:05 Advisory 11:05 – 11:10 Locker Break			10:40 – 11:05 Advisory 11:05 – 11:10 Locker Break	
11:00 lunch 1 11:19	11:10 lunch 1 11:29			11:10 lunch 1 11:29	
11:24 lunch 2 11:43	11:33 lunch 2 11:52			11:33 lunch 2 11:52	
11:47 lunch 3 12:06	11:56 lunch 3 12:15			11:56 lunch 3 12:15	
12:12 lunch 4 12:31	12:19 lunch 4 12:38			12:19 lunch 4 12:38	
12:36 lunch 5 12:55	12:42 lunch 5 1:01			12:42 lunch 5 1:01	
12:57 Period 7	1:03			1:03	
1:43	1:43			1:43	
1:43	-----	Student	-----	Dismissal	-----

Advisory

Twice a week students will participate in our Advisory Program entitled Compass Time. Compass Time is a structured opportunity for one adult in the school community to get to know a small group of students well in order to create a more personalized learning environment for them. The advisor (adult) and the advisees (students) will engage in a number of meaningful discussions and activities during this time.

Advisory Mission Statement:

The mission of the Woonsocket Middle School Advisory Program (Compass Time) is to provide specified time each week for the students to engage in discussion and activities that will promote the total (social, emotional, and academic) development of students. Additionally, Compass Time will foster relationships between students and at least one adult advocate. The goal is to build a strong sense of community and support within the school.

Purpose Statement:

Our purpose for Compass Time is to get to know our students well and support them while at school. It is an opportunity for our various teams to discuss teacher and student concerns, problem-solve together, involve students in cross-team discussions, provide academic advisement, develop aspirations, and be responsible to social and emotional needs of our students.

Goal:

The goal of Compass Time is to raise student aspirations in order to foster an atmosphere of tolerance, acceptance, respect, and trust that will lead to better relationships, achievement and self-reflection.

Attendance

School Hours: 7:34 A.M. – 1:43 P.M.

STUDENTS / PARENTS/GUARDIANS PLEASE NOTE THE FOLLOWING:

- Students are allowed to enter the school at 7:25 A.M.
- Students are considered late to school if they are not in homeroom by 7:34 A.M.
- We **do not allow students to enter WMS before 7:25** due to the lack of supervision before that time. *The exception to this rule is for children who are participating in the Breakfast Program, which begins at 6:55 A.M.*
- During stormy weather and/or winter months, please make sure that students dress appropriately for the weather conditions of the day.
- Students must remain on school grounds while waiting to enter Woonsocket Middle Schools.

Absence from School

- If a student is absent from school, parents/guardians are asked to contact the school by telephone. **Hamlet – (401) 235-6110; Villa Nova – (401) 235-6125.** There is an answering machine on this line.
- Students are required to bring a signed note from their parent/guardian upon their return to school.
- It is the responsibility of the parent/guardian and the student to maintain an awareness of both attendance and achievement throughout the school year.

WOONSOCKET EDUCATION DEPARTMENT
ATTENDANCE POLICY - P4-15.1
Revised: June 9, 2010

Introduction

The Woonsocket Education Department is required by law and regulation to establish attendance policies, monitor daily student attendance, to file reports with the Rhode Island Department of Education, and to coordinate our efforts to ensure compliance with compulsory attendance laws and regulations with the Rhode Island Truancy Court and the Rhode Island Family Court. Accordingly, the district employs administrators and attendance officers who are charged with investigating unauthorized or excessive absences and as needed make any appropriate referrals to the Courts.

By Rhode Island State law (R.I.G.L. 16-19-1 and 16-19-6), students are to attend school every day that school is in session. Further, at the middle and high school levels, students must attend all scheduled classes every time they meet unless they are excused for reasons recognized by the school district.

School attendance and active participation in class are critical to academic success at all levels and are extremely important components of the teaching and learning processes. Regular and punctual attendance is essential to the academic, personal and social development of students. All classroom activities are purposeful and are essential to the learning process. The daily exchange between and among students and teachers is essential to student learning and personal growth. Parents/Guardians, students and all school personnel must work together to ensure that all students maximize their educational opportunities.

It is the joint responsibility of parents/guardians, students and the members of the Woonsocket Education Department to convey to students the importance of regular, punctual school and class attendance and the administration will actively monitor student compliance with the policy described here.

Parents/Guardians and the Student Responsibility

The responsibility to follow the law and regulations referenced above lies with the parents/guardians and students. Parents/Guardians and students are ultimately responsible for regular and punctual school attendance.

It is the responsibility of parents/guardians to:

1. Abide by the law and mandates governing attendance, etc.
2. Stress the importance of regular school attendance with their child.
3. Always provide the school with an accurate and up to date daytime telephone number where they can be reached.
4. Call the school on the day of their child's absence to inform the office of their child's absence:
 - The phone call must be followed with a note from the parent. Acceptable written documentation must be provided no later than 48 hours after student returns to school in order to be excused.
 - E-mail is not an acceptable method of reporting a child's absence or providing an excusal note.
5. Provide a written excuse/documentation for any absence, signed by a parent or guardian:
 - If acceptable written documentation is not provided within 48 hours of student's return to school, the student will be considered as unexcused absence.
6. Make every effort to schedule personal, medical and dental appointments for their child after school hours.
7. Plan vacations when school is not in session.
8. Arrange for any make up work in a timely manner.
9. In cases of long-term illness, notify the school (teacher, school nurse and principal) as soon as possible so that provisions may be made for appropriate instruction.

The School Day

Woonsocket Middle School

The school day at WMS begins at 7:34 a.m. with breakfast being available beginning at 6:55 a.m. **Supervision is unavailable until 7:25 a.m. and students are not to arrive at school prior to that time.** Any student arriving after 7:34 a.m. will be considered tardy and will be recorded as such. Students are dismissed at 1:43 p.m. Parents/Guardians should make every effort to schedule any medical or other appointments after school hours. Repeated tardiness or habitual early dismissal will result in a referral to the attendance officer and possible student disciplinary action. Middle school students are also to be on time for each class or activity every day. Repeated tardiness, habitual early dismissal and/or cutting of classes will result in a referral to the attendance officer and possible student disciplinary action.

The principal may, at his/her discretion, hold late bells, issue modified instructions to classroom teachers and/or consider special circumstances regarding tardiness.

Parent/Student Handbook – June 2011

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Absences

Excused

Excused absences occur when a student is not present at school or at a school-endorsed activity, but is temporarily excused. All students must present written documentation detailing the reason(s) or any absence, in advance when possible, but no later than 48 hours after returning to school.

Acceptable Excused Absences are those due to:

- Documented student illness (students who are seriously or chronically ill or are ill for an extended period should be seen by a physician)
- Dismissal by school nurse
- Death in the family/family emergency
- Regularly observed religious holiday
- Documented court appearance
- Academic field trip resulting in missed classes
- Co-Curricular activities resulting in missed classes
- Staff generated pass
- Military obligations
- Exceptional circumstances deemed appropriate by building principal

Unexcused

An unexcused absence occurs when a student is not present at school or at school endorsed activity without acceptable cause.

Unexcused Absences are those due to

- Any absence for reasons not included in the list of excused absences above will be considered unexcused.
- A student who misses fifteen (15) or more minutes of any class without presenting a staff member signed pass will be considered absent from that class.

Family vacations should be scheduled during times in which school is not in session. Absences due to family vacation will be considered unexcused.

Students absent from school for any reason will not be allowed to participate in extra-curricular activities (sports, music, drama, dances, etc.) on the day of the absence.

No Show Students

If any student enrolled in a Woonsocket Education Department School has not attended school (or whose parent/guardian has not contacted the school to make status known) after a period of seven (7) consecutive days in session, the school will:

- Make two (2) documented phone calls to the student's home.
 - If there is a response to the call, the school will document the conversation and next steps.
- If there is no response, the school will send a certified letter (copied to the Director of Instruction and Administration) to the last known address stating that unless a response is received within five (5) business days from the date of the letter, the student will be dropped from the roll.
- If no response, the attendance/residency officer will be directed to visit the last known address in order to make a final check.
- The Director of Instruction and Administration will bring closure to the case with a letter confirming the removal of the student (back dated to last day in attendance) to the building principal who will ensure that the student is dropped from the roll.
- Should the student return at some later date, he/she will be required to re-register for school.

Unexcused absences will be subject to remedial disciplinary action consistent with the District's Discipline Policy.

Remedial Actions may include:

- Conference with student
- Letters to parent/guardian
- Temporary loss of privileges
- Detention
- Suspension
- Home visit
- Referral to the Rhode Island Truancy/Family Court system.
- Assignment to e-Learning to make up days and/or coursework

Procedures

Research on school attendance clearly highlights the critical importance of schools, parents and students working together early in the child's academic career to develop habits of regular attendance and the development of the work ethic and senses of personal responsibility and accountability necessary for academic and life successes. This work must begin early and those students who successfully engage in school from the start are far more likely to graduate high school, attend college or be successfully employed and contribute to society.

To this end, the following procedural guidelines have been established and will be implemented uniformly in all schools at each of the three levels.

Elementary and Middle Levels

At the elementary level, attendance and tardiness will be closely monitored for all students beginning in Kindergarten. In addition to the general notice of the district attendance policy as described above, parents/guardians will be notified in writing whenever a child reaches his or her sixth unexcused absence or tardy. Parents/Guardians will again be contacted if the child reaches eleven unexcused absences or tardies.

If the school and parents are unable to successfully address the child's attendance the administration will instantiate a referral to the district attendance officer and recommend further action at the fifteenth unexcused absence.

The principal will, at any point in the process, have available to them any and all of the remedial actions described above. These actions will be carried out in an effort to ensure regular daily attendance and in order to support academic success.

Tardiness (Middle School)

Once homeroom starts, if the student is not in homeroom, they are considered late to school. All late students must report to their homeroom and they will be marked tardy. Students entering the school after homeroom period must sign in at the main office and are to be accompanied by an adult and/or provide a note from home explaining his or her lateness.

No Student will be admitted late to class without a pass (Middle Schools)

The principal and his/her designees will, at any point in the process, have available to them any and all of the remedial actions described above. These actions will be carried out in an effort to ensure regular daily attendance and in order to support academic success.

Absence from School

If a student is to be absent from school, parents/guardians are asked to contact the school by telephone at either 235-6110 (for Hamlet) or 235-6125 (for Villa Nova) and leave a voice message that includes the child's name, homeroom number and reason for absence.

Students are required to bring a signed note from their parent/guardian upon their return to school.

Early Dismissal

- A written/signed note from the parent/guardian indicating the time and reason for the dismissal.
- Parent/guardian must come into the school office and sign the student out at the requested time of dismissal (**This is for the safety of the student**).
- Students will only be released to persons whose name appears on the EMERGENCY FORM that must be completed by parent and student and updated if any changes are made during the school year.
- If it is **absolutely impossible** for you, the parent or guardian, to come to pick up your son/daughter, please send a note providing a telephone number where a school administrator may speak with you regarding the dismissal (If we cannot reach a parent to verify this request, the student will not be dismissed).
- In the event of inclement weather, bus students may be dismissed early.

After-School Programs

During the school year, the Woonsocket Middle School offers an after-school program that runs from 2:00 – 4:30 P.M. on Monday through Thursday. Students will be involved in the selection of the programs that will be offered and a sign-up will occur for each session. When students are selected for participation in the after-school programs, they will be asked to have their parent's sign a permission slip (*so that parents know that their child will be after school on given days that the program is in session*). The program typically runs in three (3) sessions throughout the school year. **NOTE:** Students participating in after-school programs must adhere to all rules and regulations contained in the Woonsocket Middle School Handbook

Athletics

Parents/Guardians and students should review all of the policies, regulations and eligibility requirements relating to the athletic and extra-curricular activity programs as printed in the Woonsocket Education Department Extra-Curricular Handbook. If you have any questions concerning this policy, please contact the athletic director, coach, advisor, or an administrator.

Sportsmanship Code

Students should set a good example in the matter of sportsmanship at all athletic or extra-curricular events. Review the following:

1. A good student spectator represents his/her school in the same manner as the participating athlete.
2. The good name of the school is the primary concern.
3. Learn the rules of the various athletic programs.
4. Respond with enthusiasm to the calls of the cheerleaders.
5. Appreciate and applaud an exhibition of fine play or good sportsmanship by any player or team.
6. Accept the decision of the officials.
7. Refrain from going onto the court, field, or ice at any time particularly at the end of the contest.
8. Be considerate of the injured on both teams.
9. Do not make abusive remarks and use unacceptable language.
10. Respect the opponent's campus.
11. Never belittle an opponent or cheer his/her misfortune.
12. Never direct abusive remarks at individual players during contests.
13. Respect the name, colors, symbols, insignia, etc., of the opposing school.

A middle school student must be eligible to participate in any interscholastic athletics. The following is the eligibility portion from the Woonsocket Education Department Extra-Curricular Handbook. **NOTE:** A complete "Woonsocket Education Department Extra-Curricular Handbook" will be distributed by the individual coach at the pre-season meeting. Please read the Woonsocket Education Department Extra-Curricular Handbook carefully (Also, please note the *substance abuse policy* within the "Woonsocket Education Department Extra-Curricular Handbook").

Eligibility

To be eligible to participate in interscholastic athletics, a student must meet all requirements established by the Rhode Island Principals' Committee on Athletics, the Woonsocket Education Department Extra-Curricular Handbook and the WMS Student Handbook. The main requirements for eligibility are:

- The academic eligibility of students to participate in interscholastic sports will be reviewed at the end of the first quarter, the first semester, the third quarter, the second semester, summer school, and at each progress report.
- The athlete must be taking at least five subjects, each involving at least five periods of work or an aggregate of twenty-five periods of work per week.
- No student athlete at the middle school level shall be eligible to represent his/her school if he/she is academically failing more than one subject. If a student is academically ineligible, he/she may not practice or play with a team until the end of the current marking period as described above. After reviewing grades at that time, a student may be reinstated to a team.

Students are **not** eligible if:

- They are excused from physical education for medical reasons.
- Their 15th birthday occurs prior to September 1st.
- They have been in middle school for more than six semesters.
- They played or practiced with an outside team in the same sport while a member of the school team. This rule will not pertain to middle school, freshmen, and junior varsity teams at the coach's discretion.

Parent/Student Handbook – June 2011

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- They do not comply with provisions outlined in the most recent edition of the Rhode Island Interscholastic League's Rules and Regulations.
- Regular school attendance is required of all athletes. A student who is absent for the entire school day is not permitted to participate in a practice or game (match) that day. Athletes at the middle school must be present at least five full periods or for 4 1/2 hours on a school day in order to practice or play in a game/match. Exceptions to this rule will only be with the sanction of the principal or his or her designee and written and phone confirmation from the parent and/or physician.
- Athletes assume the responsibility of representing their school. Consequently, they are expected to dress presentably on trips and all athletic-related events.
- They are suspended more than once during the season.
- An athlete who is suspended from school or assigned PASS is ineligible to participate in contests or practices for a period of three weeks from the day they entered into PASS or have been suspended.

Breakfast Program

All students are eligible to receive breakfast each morning prior to school from the hours of 6:55am until 7:25am.

Bullying

P2-21.1A BULLYING/CYBER BULLYING

Prohibition against Bullying/Cyber bullying

Bullying is prohibited in the public schools of Woonsocket, RI. [R.I.G.L. 16-21-28] The prevention of bullying is part of the Woonsocket School District's strategic plan [R.I.G.L. 16-7.1-2 (e)] and school safety plan [R.I.G.L. 16-21-24]

Definition of Bullying/Cyber Bullying

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. This also includes Cyber Bullying. Cyber Bullying is harassment through electronic communications, including but not limited to e-mail, Web sites and text messaging sending or posting harmful text and/or images using the Internet or other digital communication devices. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student. In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

At School: In the context of these regulations the phrase *at school* includes the following places and situations:

- In a classroom.
- Elsewhere in the school.
- On school property.
- Immediately adjacent to school property.
- On a school bus or other school vehicle.
- At school bus Stops.
- While students are walking to or from school.
- At Any school-sponsored activity or event, whether or not held on school premises.

Disciplinary Sanctions: Disciplinary sanctions for bullying /cyber bullying may include:

- Loss of the opportunity to participate in extra-curricular activities.
- Loss of the opportunity to participate in school social activities.
- Loss of the opportunity to participate in graduation exercises.
- Loss of school bus transportation.
- Transfer to another school.
- Assignment of additional homework or community service.
- In house suspension.

- Short term school suspension { 10 or fewer days of suspension } or long term school suspension { suspension for more than 10 days }.
- Admonitions, warnings and counseling.

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. The staff will include volunteers who work in the school.

Instruction in the Prevention of Bullying

Students and staff shall be given instruction in this district's policy and regulations against bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction in how to file a complaint against bullying, and the disciplinary action that may be taken against those who commit acts of bullying.

Investigation of Bullying

The principal, or his or her designee, shall investigate all allegations of bullying. 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 of what effect the bullying has had on the victim.

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. In most cases retaliation or a threat of retaliation will result in the impositions of a short or long term school suspension and, in appropriate cases, referral to the police.

Prohibition against False Reports of Bully

False reports concerning bullying will be subject to appropriate school discipline, including short or long-term suspension from school.

Police Notification

When the bullying involves conduct that violates the criminal law the police shall be notified.

Bullying Prevention Task Force

The principal of school shall establish a Bullying Prevention Task Force. The Task Force may include parent, school staff, and law enforcement officials, as well as community members. The task force will develop policies and programs to educate students and staff about the harm caused by bullying. The Task Force may also create programs to prevent or diminish bullying. The duties of the Bullying Prevention Task Force may be assigned to the school's school improvement team.

Social Skills Training

The school counseling services and advisory will include appropriate social skills training to help students avoid isolation and to help interact in a healthy manner.

At School

In the context of these regulations, the phrase 'at school' includes the following places and situations:

- 1) In a classroom.
- 2) Elsewhere in the school.
- 3) On school property.
- 4) Immediately adjacent to school property.
- 5) On a school bus or other school vehicle.
- 6) At school bus stops.
- 7) While students are walking to or from school.
- 8) At any school sponsored activity or event, whether or not held on school premises.

Reporting Bullying

The principal of each school in the Woonsocket School District shall establish and prominently publicize to students, staff, volunteers and parents/guardians, how report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses the bullying, and anyone who had credible information that an act of bullying has taken place may file a report of bullying.

Clubs

Woonsocket Middle School offers a variety of extra-curricular activities including the Student Council. The purpose of the Student Council includes the following:

- Develop positive attitude towards and practice of good citizenship.
- Promote harmonious relations throughout the entire school.
- Improve school morale.
- Provide a forum for student expression.
- Promote the general welfare of the school.

Code of Discipline

Students referred to the principal and/or assistant principal will be subject to the following consequences for their actions. While this table of consequences covers most actions it is impossible to cover every situation. **The final determination of consequences is within the discretion of the principal and/or assistant principal.**

NOTE: Students placed on social probation may not attend any after school activities with the exception of academic assistance and after school detention. The categories indicate the severity of the offense with category “A” offenses being most serious.

Level of Offense	Teacher Detention	Behavioral Probation	Office Detention	In-School Suspension	Out of School Suspension	Disciplinary Hearing
**** A ****						
Arson ¹		X			X	X
Assault and Battery ² <i>student/teacher</i>		X			X	X
False bomb threat ¹		X			X	X
Obscene, Abusive to Staff		X		X	(32) X	X
Spitting		X	X	X	X	
Biting		X		X	X	X
Fighting ^{1,2}		X			(18) X	X
Theft ¹		X	X	X	(30) X	X
Sexual, ethnic, religious, harassment ²		X	X	X	(25/26) X	
Alcohol/Drugs, ^{1,2=}		X			(1/14/15) X	X
Sale, Possession, Controlled Substance		X			(13/14) X	
Under influence of controlled substance		X			(15) X	
Weapons ²		X			(39) X	X
Extortion ²		X			(17) X	X
Fire Reg. Violation	X	X	X	X	(19) X	
Unauthorized entrance to building (trespass) ¹		X	X	X	(37) X	
Willful destruction of school property ¹		X	X	X	(38) X	X
Disorderly Conduct		X	X	X	(16) X	X
Gang Activity		X	X	X	(22) X	
Breaking & Entering		X			(11) X	X
Kidnapping		X			(29) X	X
Non-compliance PASS		X			(33) X	

Level of Offense	Teacher Detention	Behavioral Probation	Office Detention	In-School Suspension	Out of School Suspension	Disciplinary Hearing
Gambling		X	X	X	(21) X	X
Stalking		X	X	X	(24) X	X
Hazing		X	X	X	(27) X	X
Repeat Offender		X	X	X	X	X
****B****						
Truancy ²		X	X	X	(9) X	
Smoking ²		X			(36) X	
Unauthorized exit from building		X	X	X	(7) X	
Bullying ²		X	X	X	(23) X	
Insubordination	X	X	X	X	(28) X	
Inappropriate Language/Gesture	X	X	X	X	(31) X	
Skipping Office Detention		X			(6)	
Threat of violence ²			X	X	(35) X	
Technology Abuse	X	X	X	X	(34) X	
Repeat Offender		X	X	X	X	
****C****						
Cafeteria misconduct	<i>Private dining</i>		X			
Kicking, hitting, pushing	X	X	X	X		
Defiant behavior	X	X	X	X	X	
Unauthorized exit from class	X		X	X		
Away from assigned area		X	X	X		
Graffiti		X	X	X		
Academic dishonesty	X	X	X			
Skipping Private dining/Teacher detention	X		X			
Repeat Offender		X	X	X	X	
****D****						
Disrupting class	X		X			
Horseplay	X	X	X			
Forgery	X		X	X	(20)	
Missing/Lost ID ²	X		X			
Missing/Lost Agenda ²	X		X			
Late to class	X		X			
Tardy to school (unexcused) ²	X		X		(8)	
Cut class			X		(5)	
Prohibited item	X	X	X	X	(12) X	X
Repeat Offender	X	X	X	X	X	X

¹Notification may be made to Woonsocket Police/Fire Department

²Refer to support services

Any infraction of the Disciplinary Code of Conduct may include teacher or administrative phone calls to parents/guardians, counseling, restitution, community service, appropriate intervention/mediation, and/or notification to local police depending on the degree of severity of the offense(s).

Computer Usage

Students using the computers, having access to the Internet, are required to comply with the Woonsocket Education Department Access Rules and Regulations. The form outlining the Rules and Regulations must be signed by the student and parent/guardian and returned to the school prior to the student accessing the Internet in school. A copy of the policy is directly below and another copy is included at the end of this handbook. Please make sure that you sign the back of the Emergency Form where it indicates that your son/daughter will comply with these rules.

Computer Use Form - Woonsocket Education Acceptable Use Policy

Educational Purpose and Use

1. The use of the Internet has been provided to teachers and students as a tool of education application. Use of the Internet for illegal, commercial or unethical actions is strictly prohibited. Illegal activity, such as transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, or obscene material or material protected by trade secret.
2. The Technology Committee, School Administration and/or the School Committee reserves the right to place reasonable restrictions on any material accessible throughout the Woonsocket School Area Network and the Internet deemed educationally unacceptable (not in compliance with the curriculum guidelines of the Woonsocket Education Department).
3. The use of the Internet must be for educational and research activities and be consistent with the educational objective of the Woonsocket Education Department.

Acceptable Use: Personal Safety

1. Student personal information (including, but not limited to names, telephone numbers, addresses, etc.) will not be entered, transmitted or posted over the Internet.
2. Students will never agree to meet someone they have met on-line without parental approval. Parents who agree to such a meeting are responsible for arranging appropriate supervision.
3. The computer operator will not use the network or the Internet in such a way as to disrupt access by others (such as downloading huge files, sending mass e-mail messages or annoying/harassing other users). Respect the privacy of other users.

Acceptable Use: Computer System Safety

1. Unauthorized access to educationally unacceptable areas of the network, both within the Woonsocket Wide Area Network and the Internet, is not permitted.
2. The computer user will immediately notify a lab coordinator or system administrator of the possible security risks.
3. The computer user will not download information over the Internet without the consent and guidance of a lab coordinator or system administrator.

Inappropriate Behavior

1. The computer user will not use vulgar or other inappropriate language within the Woonsocket Area Network or the Internet.
2. The computer user will not post false or misleading information about any person or organization.
3. The computer user will not use the network and the Internet to access, create or publish material that is profane or obscene (pornography), that advocates illegal acts, that advocates violence or discrimination towards people or organizations or that is not within the scope of educational use.

Violation of Policy

If a student is found to be in violation of any of the statements, detailed in the abovementioned policy, all network and Internet rights and privileges will be suspended until an investigation is conducted. Upon completion of the investigation, a decision will be given by the building administrator(s) to revoke or reinstate the computer user's privileges. Such violations may also result in further disciplinary measures or legal actions.

Limitation of Liability

The Woonsocket School Department will make every effort to screen all material available on the Internet. However, it is possible for some of the vast amount of inappropriate information on the Internet to reach the computer user. All terms and conditions as stated in this document are applicable to the Woonsocket Education Department, Woonsocket, Rhode Island. These terms and conditions shall be governed and interpreted in accordance with the laws of the City of Woonsocket, the State of Rhode Island, and the United States of America. Woonsocket School Department Internet users apply for Internet access by completing the Internet Acceptable Use Form. The form should be returned to the person from whom they received it. If a student does not have a signed permission form on file, he/she will not be allowed to access the Internet through the school. This contract is renewable annually.

Course of Study

The program of studies at Woonsocket Middle School consists of required subjects, which provide a broad background of the basic disciplines of English, Mathematics, Science, Social Studies, and Physical Education. In addition, courses designed to provide the opportunity to explore a variety of academic areas are provided as part of the basic education plan for all students.

Students should work diligently toward achieving the educational and personal growth goals they have established for themselves. The responsibility you assume and your sincerity of purpose will determine to a great extent the success you will have in achieving your goals. Utilize every source of guidance available to you – parents/guardians, teachers, relatives, friends, and especially by your guidance counselor – to get the assistance you need.

Grade Eight CORE COURSES	Grade Seven CORE COURSES	Grade Six CORE COURSES
English Mathematics Social Studies Science Reading Physical Education Health	English Mathematics Social Studies Science Reading Physical Education Health	English Mathematics Social Studies Science Reading Physical Education Health
Students will be afforded the opportunity to experience the following encore courses during their middle school career:		
Art E-Learning Music	Computers/Keyboarding/Technology Family Consumer Science Math	

Dances

There will be a series of school dances held throughout the year to promote socialization, personalization, and school pride. Students must present their student ID upon entrance to the dance. Students are expected to adhere to all school policies while in attendance.

Detentions

Teacher Detention: given by an individual teacher and may last from 15 to 30 minutes (All students will be given 24 hours notice so that parent(s)/guardian(s) may be informed). Teachers must contact the parent/guardian and they may give permission for the student to stay that day.

Team Detention: is given by the team of teachers that deal with the student every day and held in one of their classrooms at the close of school. This detention could last from 15 to 30 minutes (all students will be given 24 hour notice so that parent(s)/guardian(s) may be informed).

Office Detention: assigned by a school administrator and held after school beginning at 1:50 P.M. and concluding at 2:35 P.M. Office detention may include community service projects.

Detention Notes:

1. Twenty-four hour notice is given for all detentions unless other arrangements have been made with a parent/guardian.
2. If a student is absent on the day he/she is to serve a detention, he/she is responsible to serve the detention on the day he/she returns to school.

Emergency Forms

Parents/guardians, please fill out this form with great care. Make sure to let us know where you are and how you can be reached at all times during the school day. If you are unavailable, list a family member or neighbor who may assume responsibility for your child in your absence. Emergency information must be updated as changes occur. All telephone numbers and other items of information are held in confidence for use as needed by the school.

Parent/Student Handbook – June 2011

The Woonsocket Middle School Administration reserves the right to interpret and/or define any passage within this document. The Woonsocket Education Department does not discriminate on the basis of age, sex, race, religion, national origin, color, or disability in accordance with applicable laws and regulations.

Emergency Procedures

By law, we must have regular fire drills. All practice fire drills are to be taken seriously and dealt with as though they were real. Students are expected to proceed in a quiet and orderly manner to the appropriate exit. While outside the building, students are to remain with their group and maintain appropriate behavior. When the signal sounds, students will be directed to return to their classroom by their teachers.

PARENT/GUARDIAN / STUDENT NOTE: Anyone caught turning in a false fire alarm will be prosecuted by both the Police Department and the Woonsocket Middle School Administration.

Field Trips

NOTE: Student must follow rules in the Woonsocket Education Extra-Curricular Handbook and WMS Policy.

Field trips and special programs are often scheduled outside of the building. Students, as ambassadors of their school and community, are expected to conduct themselves in an exemplary manner on all school sanctioned trips. *A student may be denied the privilege of attending a field trip if the student's presence jeopardizes the health and safety of the other students or him/herself. A student's past behavior may require administrative scrutiny as to participation in any field trip, balancing the educational rights of the individual student with the supervisory responsibilities of those in charge.* Unless other arrangements have been made, parents/guardians are responsible to provide transportation for their child to and from school activities. It is reasonable to expect that all students should be met by a parent/guardian within 30 minutes of the end of a school-sponsored activity. Failure to comply with this provision may result in the student being prohibited from participation in the next similar school activity.

No student will be allowed to participate in any field trip without a parental permission form signed by the parent/guardian.

To participate in a field trip the students must comply with the following:

- Be in attendance at school on the day of the field trip/event.
- Have met any deadlines (money, permission slips, etc.) determined by those administering the field trip.

PLEASE NOTE: Any student who is excluded from a field trip and yet attends or joins a school field trip without prior authorization of a school official will be considered truant from school. The use of private transportation, without prior approval of a school official, is prohibited.

Notification to Parents: In the event your son/daughter is excluded from a field trip the team or persons administering the field trip shall notify the parents at least one week prior to the scheduled field trip.

Guidance

The Guidance Department of the Woonsocket Middle School consists of three counselors: Mrs. Rhonda Dion (Hamlet), Ms. Kathleen McKenzie (Villa Nova), and Mrs. Rachel Scott (Villa Nova/Hamlet). To reach the guidance department at Hamlet, please call (401) 235-6110 then press 1. To reach the guidance department at Villa Nova, please call (401) 235-6125 then press 1. The counselor acts as a liaison between student, parent/guardian, teacher and administrator in an attempt to ensure every student the best possible educational and social development.

Honor Roll

A student will have achieved honor roll status if they have earned a cumulative average of 85 or better in subjects taken at Woonsocket Middle School. Grades will be calculated quarterly.

A student will have achieved high honor status if they have earned a cumulative average 90 or better in subjects taken at Woonsocket Middle School. Grades will be calculated quarterly.

A failing or unsatisfactory grade in any subject disqualifies a student from honor roll status.

Identification Badges

For Safety Reasons – all persons present at the Woonsocket Middle School wear identification badges (ID's). These ID badges allow staff to identify a student's grade and homeroom. They are also used, by means of a bar code and scanner, to identify students who are eligible to receive free or reduced lunch, borrow books from our library, and for tardy and attendance procedures. Lost, destroyed or illegible ID's must be replaced immediately. Students who repeatedly do not wear their ID's will receive disciplinary action. **ID's must be worn in a manner that is readily visible and above the waist.** They should not be displayed below the waist or under shirts or sweaters.

Temporary ID's – In the event a student does not have his/her ID available in school, he/she will be issued a temporary ID by his/her homeroom teacher. While a student is using a temporary ID, the following restrictions will be in place:

- No library privileges.
- Will be restricted to the cluster area.

Integrated Pest Management

The Woonsocket Education Department recognizes the importance of Integrated Pest Management by taking an environmentally sensitive approach for preventative, as well as responsive practices.

Therefore, the actions of the Woonsocket Education Department is to recognize and treat a potential pest problem with the least amount of chemicals and eliminating the source as part of our in-house program as well as treatments by our licensed pest contractor. Except in extreme emergency situations, all applications will be performed after school hours.

In compliance to the State of Rhode Island General Laws 23-25-37, the purpose of this communication is to inform parents, staff and others of our continuing efforts towards the health and safety of all in regards to Pest Control Management along with the schedule for applications in the food service areas of our school buildings. To that end, the Woonsocket Education Department has contracted with a professional pest management inspection service. For the 2010-2011 school year, the food service and consumer science areas in all school buildings will be inspected on the first Thursday of each month.

A copy of the schools Pest Management procedures and Material Safety Sheets for products used may be found in each school office and at the Facilities offices in the Administration Building located at 108 High Street, Woonsocket, RI. Parents or guardians of any children in any school as well as school staff may register for prior notice of pesticide application at their respective school.

If you have any questions, please contact Peter J. Fontaine, Director of Facilities at (401) 767-4629.

Items Not Allowed at Woonsocket Middle School

The following are not to be used by Woonsocket Middle School students while at school:

- 1) Radios, CD players, beepers, cellular phones, laser pointers, and/or other electronic devices with or without headphones.
- 2) Electronic games.
- 3) Skateboards and scooters.
- 4) Playing cards or other popular items, which might be distracting or disruptive to the educational process due to noise or excessive interest by students as determined by a building administrator.

PLEASE NOTE:

- a) WMS does not assume responsibility for any lost or stolen radios, CD players, beepers, cellular phones, other electronic devices, musical instruments, or other personal property brought to school by students. Although WMS will make a reasonable attempt to locate any lost or stolen items, WMS cannot be responsible for them.
- b) For the first offense, WMS will confiscate the item. The student may pick it up from the office that day after school. For the second offense, the item will be confiscated and a parent/guardian must pick up the item. ***In some extreme cases, WMS may ask the parent to pick up the item on the first offense.***
- c) **PARENTS PLEASE NOTE:** WMS will dispose of items left over thirty days.

Library/ Media Center

The Library Media Center is located on the second floor of the school. The library is open to students from the morning homeroom period until dismissal time.

Student Behavior Expectations: Students should come to the library with a purpose: to borrow a book or to do research. When students come to the library media center they must sign in at the desk as they enter. They should not bring food, drinks, or gum into the library, and they should plan to work quietly there. Any student who does not comply with the library behavior policies will be sent back to the classroom.

Borrowing Procedures: Students must present their photo IDs to borrow materials from the library. They may check out two books for three weeks. Students may renew books for an additional three weeks when necessary.

Overdue Books: Students are expected to return books on time. Students who fail to return a library book when due are not allowed to borrow another book until the overdue book is returned. Overdue books are subject to a fine of \$.05 a day, with a limit of \$1.00 per book.

Computer Use in the Library: Students may use the computers in the library to complete school assignments but must receive permission from their teacher and the library before using the computers. Students may only use the Internet to visit previously approved web sites and are expected to follow the rules and regulations contained in the Woonsocket Education Department's Internet Acceptable Use Policy.

Lockers

Students are assigned a locker for their personal use during the school year. Each student is held responsible for the condition of the locker. Middle school students are required to provide their own locking device for the assigned lockers. A combination lock is recommended. Students must report any needed repairs or problems to the office of the appropriate principal. The school department cannot be held responsible for thefts or losses from the lockers.

Locker Rules

1. Lockers should always be locked when not in use.
2. Do not give your combination and/or key to anyone except your homeroom teacher.
3. Do not share your locker with any unauthorized student(s).
4. Do not leave money or valuables in your locker (lockers are not a safe).
5. Combinations or spare keys must be given to the homeroom teacher.

Physical Education Locker - Lockers are provided in each gym changing area; however, each student must provide his/her own lock. At the end of each class students must remove their belongings and their lock from the gym lockers. Nothing is to be left in a locker once the physical education class has ended. The middle school cannot be responsible for personal articles that are stolen from a gym locker.

Locker Searches - The principal or assistant principal, under Rhode Island law, has the authority to search student lockers. Such searches are conducted only when there is reasonable suspicion for school authorities to believe that a student is in possession of illegal items, such as firearms, other weapons, drugs, alcoholic beverages or any other item, which might be used to disrupt or interfere with the educational process. School authorities may seize illegal and/or unauthorized items. The school officials reserve the right to inspect all school property including desks and lockers.

Lost & Found

Articles lost or found should be reported to either office clerk immediately. The lost and found is located in the Student Services Office (1010).

Lunches

Free and Reduced Lunch - Each student receives an application for Free and Reduced Lunch. If your child has received Free and Reduced Lunch in the past or if you feel that your child is eligible for Free and Reduced Lunch, please fill out the form and return it to your child's homeroom teacher the next morning. If you did not receive an application and wish to receive a form, one may be picked up at either middle school office or the Guidance Office during regular school hours.

Medicaid Billing

The Woonsocket Education Department provides necessary health services to students at no cost to parents. The Woonsocket Education Department participates in the State's School-Based Health Services Medicaid billing program. Through this program, the district is able to receive federal Medicaid funds to pay for some of the costs of providing necessary health services (speech, occupational, physical therapies, counseling, nursing) to students who are eligible for Medicaid benefits. In order to make the payments to the Woonsocket Education Department for health services provided to a student, Medicaid must have information from the student's education records, including the student's name, identification number, date of birth, the type and amount of health services that the school department is provided. The student's parent or guardian must give permission for the Woonsocket Education Department to release this information to Medicaid.

The Woonsocket Education Department requests your permission to release information contained in your child's education records to Medicaid so that Medicaid can pay the district for health services provided to your child.

Nurse

The School Nurse is concerned with the health and physical well being of all students. The School Nurse provides care to students who become ill at school, but the primary responsibility for student health and medical care remains with the parents. Therefore, students who are ill at home should remain at home and seek private medical care.

HEALTH CONCERNS: Please fill both sides of the entrance form you receive at registration. Any emergency contact person must be able to provide transportation for your child if needed. **It is critical that parents immediately notify the school when there is a change in phone numbers!** It is just as important to notify the School Nurse when there has been a change in your child's medical condition, newly diagnosed allergies, surgeries or medication taken at home.

Parents must inform the bus driver and monitor of any medical condition your child has, so adequate preparations may be made as necessary.

ILLNESS/ABSENCE: Contact the school office in the morning if your child is going to be absent from school and indicate the reason.

- Students who have had a fever of 100 degrees or higher, vomiting or diarrhea must be kept out of school for 24 hours after the last episode occurred and must be fever-free for at least 24 hours before returning to school.
- Also, students diagnosed with conjunctivitis (pink-eye), strep throat or impetigo cannot return to school for 24 hours from the time the first dose of the *prescription* medication has been given or applied. If your child is injured, has a fever or is contagious during the school day, it is our policy to notify the parent and exclude the student for his benefit and the safety of others.
- Chicken pox – exclusion from school until all lesions are crusted over
- Fifth Disease – there is no need to exclude since once the diagnosis has been made and the rash has appeared, the disease is no longer contagious. However, please notify the school of this diagnosis so that we may contact employees or other students as necessary.
- Head Lice – if live lice are found, your child will be excluded from school until treated. A parent must accompany their child back to school after treatment to be checked by the nurse before returning to the classroom.
- Injuries – documentation such as a doctor's note is needed for exclusion or limitations from gym, recess or other activities. Such notes must be submitted to the **School Nurse**.

MEDICATION: If at all possible, medications should be taken at home before or after school hours. If it is absolutely necessary that medication be administered during school hours, the following procedures must be followed:

- Present written order from their private physician
- Present written parent permission to take this medication at school
- An adult must bring in the medication in the original prescription bottle properly labeled by a pharmacist as required by law.
- Only the Certified School Nurse-Teacher may administer medication, unless there is written permission from the student's physician and parent that the student may carry and / or self administer inhalers and epipens.
- All unused medications must be picked up in the nurse's office by an adult at the end of the school year, or it will be destroyed/disposed of before the summer break.
- Over-the-counter medications (Tylenol / Ibuprofen) may be given with special parent permission (Consent form).

SCREENINGS: Screenings for vision, dental, scoliosis and hearing are mandated by the RI Department of Health each year, depending on student's grade.

- All students registering for the first time or re-enrolling in school or entering 7th grade, must present proof of immunizations and a current physical examination, including a vision exam, as required by RI State Law.

Parent Involvement Policy

P8-3.4 Parent's and Family's Role in the Woonsocket Education Department and Its Schools:

- a. **Philosophy:** The Woonsocket Education Department believes that parents *and families* are the first and most influential teachers of their children. For this reason, they must be actively involved in all aspects of the learning process. Most importantly, parents *and families* must serve with the schools as role models encouraging a positive attitude about learning.

In their role as advocates for their children, parents *and families* know best what their child's needs are. The responsibility to meet the child's educational needs must be shared equally between parents *and families*, teachers, administrators, and the community to ensure that all children are educated to their fullest potential.

- b. **Roles:** The Woonsocket Education Department fully supports parent/family-initiated interactions with all staff *within the guidelines of safety and security policies of the Woonsocket Education Department* to encourage as much parent/family input as possible in the education process. It is the firm belief of the Woonsocket Education Department that the more actively involved parents and families are in the education process, the greater the academic success of each child.

- 1) Parents and families are encouraged and, whenever possible, expected to:
 - a) Assist in getting their child to school on time and ready to learn.
 - b) Help with the child's academic responsibilities at home.
 - c) Extend the educational experience beyond the school to the home.
 - d) Collaborate with teachers on student goals.
 - e) Get to know their child's school, its aims and its attitudes towards family values and beliefs.
 - f) Be involved in the classroom with teachers, administrators, and peers.
 - g) Visit the school and district websites as a means of becoming better informed about the schools and their activities.
 - h) Inform the school and bus driver/monitor of any medical condition so adequate preparation may be made in case of emergency.
 - i) Inform the school of any changes in telephone numbers, address, and/or changes in emergency contact information.
 - j) Be present at school-sponsored meetings and functions whenever possible.
 - k) Volunteer where needed.
 - l) Attend Parent/Teacher conferences and meetings as scheduled
 - m) Serve as representatives to school and district teams and Committees' including, but not limited to, District Strategic Planning Committee, curriculum committees, Title I committees, School Improvement Teams, advisory councils.
 - n) Be aware of the curriculum and community resources available.
 - o) Get together with other parents and families around common issues.
 - p) Participate in the political process of public education.
 - q) Have a say in shaping the direction of education, e.g. school improvement teams, future planning, policy issues, and advisory councils.
- 2) **Educators** in the Woonsocket Education Department pledge:
 - a) Learn about parents' and families' goals for their child as well as family circumstances and culture, seeking and acknowledging parents' and families' perspectives and suggestions with regard to their child's learning.
 - b) Welcome parents and families into policy-making decisions
 - c) Give parents a voice in policy decisions.
 - d) Communicate regularly with parents and families using a variety of tools including, but not limited to, monthly newsletters, email, listserves, phone contacts, home visits, websites.
 - e) Allocate regular faculty meeting time to discuss parent and family involvement, involvement practices that have been successful in the school, and information from other sources on new ideas.

- f) Encourage, empower, and collaborate with parents and families as active partners in the classroom setting.
- g) Be aware of community resources available.
- h) Actively participate in school-sponsored meetings and functions, as well as parent/teacher activities (e.g. PTO, PTA, advisory councils, School Improvement Teams).
- i) Actively seek parent/family and community representation on school and district teams and committees including, but not limited to, District Strategic Planning Committee, curriculum committees, Title I committees, School Improvement Teams, advisory councils.
- j) Support parents and families having a say in shaping the direction of education, e.g. school improvement teams, future planning and policy issues.

Developed with acknowledgement of the work of Dr. Kathleen Hoover-Dempsey, Associate Professor of Psychology, Peabody College, and Chair of the Department of Psychology and Human Development; Associate Professor of Education.

Departamento de Educación de Woonsocket
Política de Envolvimiento de los Padres

P8 – 3.4 El papel de los Padres y Familias en el Departamento de Educación de Woonsocket y sus escuelas:

- a. Filosofía: El Departamento de Educación de Woonsocket cree que los padres y familias son los primeros y más influyentes maestros de sus niños. Por esa razón ellos deben estar activamente envueltos en todos los aspectos del proceso de aprendizaje. Más importantemente padres y familias deben servir con la escuela como modelos estimulando una actitud positiva sobre el aprendizaje.

En su papel como defensores de sus hijos los padres y familias conocen mejor cuales son las necesidades de sus niños. La responsabilidad de suplir las necesidades educacionales del niño debe ser compartida igualmente entre padres, y familias, maestros, administradores, y la comunidad para asegurar que todos los niños sean educados a su potencial máximo.

- b. Papeles: El Departamento de Educación de Woonsocket apoya interacciones iniciadas por padres/familias con todo el personal dentro de las directrices de las políticas de seguridad y protección del Departamento de Educación de Woonsocket para estimular tanto como sea posible la aportación de padre/familia en el proceso de educación. Es la firme creencia del Departamento de educación de Woonsocket de que en lo más activamente envueltos que los padres y familias estén en el proceso de educación, lo mayor el éxito académico de cada niño.
 - 1) Los padres y familias son estimulados y siempre que sea posible se espera que:
 - a) Ayuden a que su niño llegue a tiempo a la escuela y listo para aprender
 - b) Ayudar con las responsabilidades académicas del niño en el hogar
 - c) Extender la experiencia educacional más allá de la escuela hasta el hogar
 - d) Colaborar con los maestros en las metas para los estudiantes
 - e) Lograr conocer la escuela de su niño, sus metas y actitudes hacia los valores y creencias de la familia
 - f) Estar envueltos en el salón de clase con los maestros, administradores y compañeros
 - g) Visitar la red de la escuela y el distrito para estar mejor informados sobre las escuelas y sus actividades
 - h) Informar a la escuela y al chofer/monitor de la guagua de cualquier condición médica para que así la preparación adecuada pueda ser hecha en caso de emergencia
 - i) Informar a la escuela de cualquier cambio en numero de teléfono, dirección y/o cambios en la información del contacto de emergencia
 - j) Estar presente en reuniones o funciones patrocinadas por la escuela
 - k) Ser voluntario donde sea necesario
 - l) Asistir a las conferencias de padres/maestros según programadas
 - m) Servir como representantes en equipos y comités de la escuela y del distrito, incluyendo pero no limitado a, Comité de Planeamiento Estratégico del Distrito, comités de currículo Comité de Título I, Equipo de Mejoras Escolares concilios asesores,
 - n) Estar concientes del currículo y recursos disponibles en la comunidad
 - o) Reunirse con otros padres y familias acerca de asuntos comunes
 - p) Participar en el proceso político de la educación pública
 - q) Tener su opinión en dar forma a la dirección de la educación, Ej. equipo de mejoras escolares, planeamiento futuro, asuntos de política, concilios asesores

2. Los Educadores en el Departamento de Educación de Woonsocket prometen:

- a) aprender acerca de las metas de los padres y familias para su niño así como de las circunstancias y cultura de la familia, buscando y reconociendo las perspectivas de los padres y familias con relación al aprendizaje de su niño
- b) Dar la bienvenida a los padres y familias en el proceso de hacer la política
- c) Darle a los padres una voz en las decisiones de la política
- d) Comunicar regularmente con los padres y familias usando una variedad de herramientas, incluyendo, pero no limitado a, carta informativa mensual, correo electrónico, servilistas, llamadas de teléfono, visitas al hogar, Internet
- e) Asignar tiempo en las reuniones regulares de la facultad para discutir el involucramiento de los padres y familias, prácticas de involucramiento que han sido exitosas en la escuela, e información de otras fuentes sobre ideas nuevas
- f) Estimular, autorizar, y colaborar con los padres y familias como compañeros activasen la preparación del salón de clase
- g) Estar conscientes de los recursos disponibles en la comunidad
- h) Participar activamente en las reuniones y funciones patrocinadas por la escuela, así como en las actividades de padres/maestros (Ej. PTO, PTA, concilios asesores Equipos de Mejoras Escolares)
- i) Buscar activamente la representación de los padres y familias y la comunidad en los equipos y comités de la escuela y el distrito, incluyendo, pero no limitado a, Comité de Planeamiento Estratégico del Distrito, comités de currículo, Comité de Título I, Comité de Mejoras Escolares, concilios asesores
- j) Respalda a padres y familias a tener su opinión en darle forma a la dirección de la educación, Ej. Comités de mejora escolar, planeamiento futuro y asuntos de política

*Desarrollado con el reconocimiento del trabajo de la Dra. Kathleen Hoover-Dempsey, Profesora Asociada de Psicología, Colegio Peabody, y Jefa del Departamento de Psicología y Desarrollo Humano; Profesora Asociada de Educación.

Firme la hoja abajo: Por favor corte en la línea y envíelo de vuelta a la escuela con el estudiante

----- (corte aquí) -----

FIRME LA HOJA Y DEVUELVALA A LA ESCUELA

FIRMA/APROBACION POLITICA ENVOLVIMIENTO DE PADRES

Al Padre/Guardián: Yo he leído y acepto cumplir la Política de Involucramiento de Padres.

Firma Padre/Guardián

Fecha

Escuela

Aprobada en junio 21, 2007

*** PLEASE REFER TO YOUR PARENT PACK FOR FORM REQUIREING PARENTAL SIGNATURE**

Parent's Roles and Responsibilities

Parents will be encouraged and whenever possible expected to:

1. Assist in getting their child to school on time and ready to learn.
2. Help with the child's academic responsibilities at home.
3. Extend the educational experience beyond the school to the home.
4. Be present at school sponsored meetings and functions whenever possible.
5. Be aware of curriculum and community resources available.
6. Volunteer where needed and have a voice in strategic planning.
7. Get together with other parents around common issues.
8. Be involved in the classroom with teachers, administrators and peers.
9. Participate in the political process of public education.
10. Have a say in shaping the direction of education e.g., school improvement team, future planning, policy issues.
11. Get to know their child's school, its aims and its attitudes towards family values.
12. Visit the WMS Web Site at woonsocketschools.com as a means of becoming better informed about the school and its activities.
13. Return the WMS Student/Parent Signoff Sheet for school rules, photo video release, etc.
14. Inform the bus driver and monitor of any medical condition your child has so adequate preparation may be made in case of emergency.
15. Inform the school of any changes in telephone numbers, address, and/or changes in emergency contact information.
16. Attend Parent/Teacher Conferences scheduled twice each year (see calendar included in this handbook)
17. Collaborate with teachers on student goals.
18. Look for and read the WMS Newspaper that is published four times each year.
19. When coming into the school for meetings check into the appropriate office for a building pass.
20. Schedule any meetings with teachers in advance, either through the guidance department or with the individual teacher.

Parent/Teacher Conferences

Parent conferences are currently scheduled twice during the school year (Please check the 2010/2011 School Calendar at the back of this booklet for the dates for this year). Parent conferences are scheduled from 5:00 P.M. until 8:00 P.M. If you have an issue that develops and you wish to schedule a meeting with your child's team, please contact the appropriate Guidance Counselor to schedule an appointment.

Physical Education & Health Classes

Rhode Island State Law requires both Physical Education and Health. If your child is to be excluded from Physical Education class, he/she must present a written statement from his/her doctor stating the medical reason and the length of time for the excuse. A student excused on a daily basis because of illness must bring a note from his/her parent/guardian by the next regular class.

Physical Education Dress Code

Physical Education students are required to wear shorts or sweat pants, an appropriate top or a warm-up suit, sneakers and socks. According to the Physical Education Assertive Discipline Plan, students who forget their gym clothes will receive:

- Grade of zero and a written assignment for 1st through 3rd offense per semester.
- Grade of zero, written assignment, teacher detention, and parent contact by teacher for 4th through 8th offense per semester.

Promotion Policy

The Woonsocket Middle School uses a standards-based curriculum, instructional delivery and assessment and converts the data into alpha/numeric parent reporting protocol. We believe that all children can achieve instructional standards given appropriate instruction and time. To that end, grade retention is a last resort. A student shall be promoted if he/she attains 5¼ credits per academic year. Students must pass English language arts, mathematics, science, and social studies for a total of four (4) credits. Students must receive at least one and a quarter (1¼) additional credits from the remaining academic subjects including encore, health, physical education, and reading. A student who does not attain 5¼ credits may have the option of attending summer school. The cost of summer school shall be a parent responsibility.

- Academic Credits by Subject
- Mathematics – one (1) credit per year
- English language arts – one (1) credit per year
- Science – one (1) credit per year
- Social Studies – one (1) credit per year
- Encore (music, art, technology, family and consumer science) – one credit (1) per year (1/4 per quarter)
- Health – half (1/2) credit per year
- Physical Education – half (1/2) credit per year
- Reading – half (1/2) credit per year

Report Cards

Report cards will be issued at the end of each of the four quarters that school is in session. Please check the calendar included with this handbook for the end of the quarter dates. If you do not receive a report card within two weeks of the end of a quarter please contact the WMS Guidance Department at Hamlet at 235-6110 or WMS Guidance Department at Villa Nova at 235-6125.

Responsibilities

All students, teachers, administrators and other school personnel are responsible for creating an environment that is free of harassment and other offensive behavior, and for conducting themselves in a manner consistent with the spirit and intent of this policy.

School Bus Conduct and Rules

1. Follow directions of the driver and aide at all times.
2. Stay in your seat.
3. Do not open windows. Keep all parts of your body in the bus.
4. No pushing, shoving, shouting, fighting or foul language at anytime.
5. No *eating, drinking, smoking or spitting (*Eating is permitted in special cases with doctor's permissions).
6. On special education busses, seat belts must be used at all times.

IF A STUDENT BREAKS THE RULES:

1st Time – Driver verbally warns student and notifies principal.

2nd Time – Bus conduct form sent to parent by principal.

3rd Time – Conference with parent/principal/transportation coordinator.
Possibly one (1) week suspension of school bus transportation.

4th Time – Conference with parent/principal. Possible two (2) week suspension of school transportation.

5th Time – Conference with parent/principal/transportation coordinator.
Student may be suspended from school transportation for remainder of school year.

School Cancellation

Listen to your local radio stations for school announcements and/or cancellations. The Woonsocket School Department contacts the following television and radio stations regarding “No School Announcements”: TV 6, TV 10, TV 12, WPRO, WSNE, WOON, and B101. You may also find school cancellation information on the Woonsocket School Department Web Page where there is a link to cancellations.com with school cancellation information.

School Readiness Policy – P4-15

(A Uniform Code of Behavior and Dress)

Woonsocket Education Department believes that “Readiness for School” promotes learning at every level while encouraging good community and civic behavior that will prepare students for achievement in the community. Students, Parents/Guardians must be responsible for school readiness.

“Readiness for School Behavior”

- 1. Come to school on time every day**
 - Call if sick
 - Bring note if late
- 2. Come to school prepared**
 - Students will be dressed according to uniform dress code
 - Students will be wearing their ID’s (Middle & High School)
 - Students will have homework with them and completed
 - Students will be respected and will give respect
 - Students will take responsibility for their education and ask for help if needed
 - Students will bring appropriate materials with them to school (i.e., books)
 - Writing utensils, notebooks, homework, gym clothes, etc.
- 3. Do your best to succeed**
 - Have a positive attitude
 - Seek a trusted adult for assistance

School Dress Code Defined

Parents will provide the following dress code items for their children:

Pants, walking shorts, or skorts (girls only), that are black or khaki of a uniform style “Dickie style”, that are sized for the student and fitted at the waist. **No cargo pants, pajama pants or jeans.**

Maroon or gray shirts long or short sleeve (polo or Tee’s without writing that are properly fitted), Sweatshirts that are maroon or gray without zippers or hoods, pockets or writing unless school related. Any logo must be school related.

Footwear with a closed toe and heel that are white, brown, or black. Heels must be low to ensure safety.

Hats of any kind are prohibited; waivers may be sought for religious considerations.

The Dress Code as written applies to both boys and girls except whereby noted.

Waivers to the dress code policy will be issued at the discretion of the Superintendent or his designee (Director of Instruction and Administration, or Special Education Director) by filing a waiver request stating the specific reason for your request i.e., (Religious freedom, Health consideration, or the Legitimate exercise of free speech as provided by law.)

Principals will have discretion to waive dress code for specific purposes, (school spirit week, field day, or to raise money for a cause) or to specific groups for events (scout days, ROTC, athletic championships, band/chorus events) Middle/High School students are required to bring change of clothing to school for gym class and then follow the dress code at the end of the class.

TRANSFER STUDENTS WILL BE GIVEN 14 DAYS FROM THE DAY OF ENROLLMENT TO COMPLY WITH THIS POLICY

STUDENTS FROM OTHER COMMUNITIES THAT ATTEND WACTC ARE EXPECTED TO COMPLY WITH THIS POLICY AS WITH OTHER SCHOOL POLICIES

STUDENTS RECEIVING WALK-IN SPECIAL EDUCATION SERVICES ARE EXEMPT FROM THIS POLICY

Possible consequences for failure to comply with readiness policy:

- Verbal warning to students and parents
- Conference with student
- Written warning
- School shirt provided for the day with parent/guardian permission
- Conference with parent
- In school suspension
- *Out of school suspension (not for dress code violation)
- Referral to guidance for truancy

Parent/Student Handbook – June 2011

The Woonsocket Middle School Administration reserves the right to interpret and/or define any passage within this document. The Woonsocket Education Department does not discriminate on the basis of age, sex, race, religion, national origin, color, or disability in accordance with applicable laws and regulations.

School Wide Expectations General School Rules

Students at Woonsocket Middle School will demonstrate respect, be prepared to learn and take responsibility for their actions.

Students will demonstrate the Woonsocket Middle School's 3 R's

Responsibility

- Students will be responsible for their own behavior.
- Students will make responsible choices in behavior and learning.
- Students will complete all work assigned to them.
- Students will cooperate and do their share of all teamwork.
- Students will represent themselves, their families and their school honorably.
- Students will know and follow all school rules.

Respect

- Students will use appropriate language.
- Students will speak with clear meaning.
- Students will maintain a positive, polite and considerate attitude.
- Students will accept other viewpoints and work to develop a tolerant environment.
- Students will keep hand, feet and objects to themselves.
- Students will take care of all types of school materials.
- Students will help maintain school property.

Readiness

- Students will attend school regularly.
- Students will be on time for school and class.
- Students will wear their ID's in a visible fashion.
- Students will bring their agenda to class everyday.
- Students will bring appropriate materials to class.
- Students will enter class and sit down quickly and quietly.
- Students will have materials ready to begin class.
- Students will hand in all homework and class work in a timely fashion.

Student Expectations

Students are expected to:

- Bring to class the necessary books, notebooks, writing instruments, supplies, and/or gym clothes.
- Arrive to class on time.
- Be in their assigned classes, unless properly excused by a teacher or an administrator.
- Not leave class before the appropriate time unless authorized to do so and issued a corridor pass.
- Remain in the school building during the school day unless prior authorization by a school administrator has been granted.
- Be in their homeroom prior to the beginning of the homeroom period. Students late to school, before 7:44 A.M., should report immediately to homeroom to be marked tardy. Students reporting to school after 7:44 A.M. should report directly to the Guidance Office.
- Take responsibility for loss or damaged textbooks and library books throughout the school year.
- All personal communication devices must be secured in lockers during school hours and may not be used during the school day. Not use any athletic equipment (balls, bats, etc.) within the building or on school grounds, before and/or after school, unless it is a part of planned activities in physical education class.
- Refrain from rude or boisterous horseplay, fighting (real or play) and/or physical contact activities both in school and before and after school on school grounds.
- Refrain from demonstrating excessive affection to other members of the school community.
- Follow all classroom rules and procedures.

Attend at least 5 periods or for 4 1/2 hours of the school day in order to participate in extra curricular and/or athletic activities (dances, practices, rehearsals, concerts, etc.).

Sexual Harassment

The Woonsocket School Department (referred to as the “Department”) is committed to maintaining an academic environment that is free from sexual harassment. In keeping with this commitment, sexual harassment of employees, students, or visitors by employees, students, or visitors will not be tolerated. This commitment also extends to any school sponsored activity.

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act, a violation of Title IX of the Education Amendments of 1972 and a violation of Rhode Island General Law – Section 18-38-1, effective July 1, 1986.

Sexual harassment consists of unwelcome conduct, whether verbal, physical, or visual; this is based upon a person’s gender. The Department will not tolerate harassing conduct that affects academic or job benefits, that interferes with an individual’s academic or work performance, or that creates an intimidating or offensive academic or work environment. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- Submission to the conduct is a condition of aid, benefit, services, treatment, education or employment;
- Submission to or rejection of the conduct is used as a basis for an academic or employment decision;
- The conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, “practical jokes”, jokes about gender specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another’s body.

Sexual Harassment may include but is not limited to:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Sexually motivated or inappropriate patting, pinching, touching, or other than reasonable and necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s educational or employment status;
- Sexual behavior or words, including demands for sexual favor accompanied by implied or overt promises of preferential treatment with regard to an individual’s educational or employment status; or
- Behavior or words directed at an individual because of gender.

Reporting Procedures

The Department’s procedure is to investigate all complaints of sexual harassment thoroughly and promptly. Any retaliation or reprisal against an individual who is an alleged target of harassment, who has made a complaint, or who has provided evidence in connection with a complaint, is a separate actionable offense. If an investigation confirms that harassment has occurred, the Department will take corrective action, including such discipline, up to and including immediate termination of employment or expulsion as is appropriate.

Any member of the Woonsocket Education Department community who believes he/she has been subjected to sexual harassment, or any person who has witnessed sexual harassment, is to report the incident to his/her building principal or supervisor who will contact the Investigating Officer. The Superintendent of Schools will designate the Investigating Officer.

The Investigating Officer is vested with the authority and responsibility for investigating and processing all sexual harassment complaints in accordance with the guidelines contained herein. The Investigating Officer is empowered to recommend remedial measures, based upon his/her investigation, to the Woonsocket School Committee.

The investigation may include any reasonable investigative procedures including interviewing and soliciting written statement from witnesses, the complainant and respondent.

Within (60) sixty days of the receipt of a complaint, the Investigating Officer shall prepare a report to the Superintendent containing his or her findings and recommendations. If the Superintendent determines a violation of the Sexual Harassment policy has occurred, the Superintendent will determine what, if any, discipline will be imposed or alternatively refer the matter to the School Committee with a recommendation.

Recommended disciplinary action may range from an apology, direction to stop further offensive behavior, counseling, warning, suspension, expulsion, transfer, termination, discharge or any other form of discipline consistent with federal or state law or School Department procedure.

Responsibilities: All students, teachers, administrators, or other school personnel are responsible for creating an environment that is free of harassment and other offensive behavior, and for conducting themselves in a manner consistent with the spirit and intent of this policy.

STAR

Woonsocket Middle School has adopted the STAR protocol to encourage positive decision-making.

Students will make good behavior choices. (STAR)

- Students will STOP.
- Students will THINK the situation through.
- Students will ANTICIPATE what could be done about the situation and possible responses.
- Students will RESPOND after weighing all options.

Student Records

A parent or legal guardian may request information in their child's record at any time through a written request to the student's guidance counselor. The counselor will make the necessary arrangements and contact the parent/guardian as soon as possible. Information will be released only to the student, the parent(s)/guardian(s), or any other individual(s) authorized under FERPA (Family Educational Right to Privacy Act). Please refer to the FERPA law and statement located in the back of this handbook.

Student Services (504 plans)

The Woonsocket Education Department affirms that no person shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the Woonsocket Education Department.

The Woonsocket Middle School 504 Coordinator, may be reached at 235-6110 in the Guidance Department. The Woonsocket Education Department has designated the School Nurse-Teacher Chairperson, Diane Engels as the 504 Coordinator. She may be reached through the Special Education Department at 767-4626, the WED website, WoonsocketSchools.com or email.

Substance Abuse

P4-3.2 Substance Abuse. It shall be the policy of the School Committee to discover and deter the illegal sale and use of narcotics, alcohol, hallucinogenic drugs and other controlled substances by or to students, teachers, and employees of the Woonsocket Education Department, and to cooperate fully with law enforcement agencies of the municipal, state, and federal governments for that purpose.

Any organization renting or using facilities under the supervision of the Woonsocket Education Department is prohibited from using, serving, or consuming alcoholic beverages and/or using illegal drugs on school property. [Amended 2/27/02]

P4-3.2 (a) Discipline and Intervention for Alcohol and Other Drug Use

Prohibited Activities - Possession, use, sale or supply of alcohol, other drugs, intoxicating substances, counterfeit drugs, or drug paraphernalia.

This policy shall apply to every person while on school property, and/or while attending school functions.

Penalties and Intervention:

If a student is suspected of being under the influence of alcohol or other drugs substances.

First Incidence

- The student is brought to the school nurse and/or school administrator for examination and evaluation.
- If it appears that the student is "under the influence" the parent or guardian is called to pick up the student.
- The student may be suspended for a period of time not exceeding five days.
- The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team who then arranges for one to three required sessions with the student to determine the cause and circumstances of the substance use and to offer counseling, referral, and/or other services.
- The parent or guardian of the student will be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team. [amended 7/5/98]

Subsequent Incidences - The same procedures are followed as for the first incident except:

- Police will be notified and assist in determining if the student is under the influence. If it is determined that the student is under the influence of alcohol the student is suspended for a period of time not exceeding ten days.
- The Student Assistance Counselor or member of the Crisis Intervention Team contacts the parent or guardian for a conference and/or referral to other agencies or services.

Parent/Student Handbook – June 2011

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If a student is in possession of alcohol, other drugs, or intoxicating substances.

- The student is brought to a school administrator who conducts an investigation.
- If the student is found to be "in possession", the student is suspended for a period of time until a disciplinary hearing is scheduled.
- The police **will be** notified.
- The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team who then arranges for one to three required sessions with the student to determine the cause and circumstances of the substance possession and to offer counseling, referral, and/or other services.
- The parent or guardian of the student will be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team. [Amended 2/27/02]

Social Probation

Any student placed in a positive alternative to out-of-school suspension (P.A.S.S.) or suspended out of school will receive three weeks of social probation to commence from the day they enter P.A.S.S. or from the day the student returns from suspension. Students on social probation are excluded from all non-academic extracurricular activities.

Strategic Plan Objectives

1. To ensure that all students in the Woonsocket Education Department have the opportunity to access quality curriculum and instruction in order to meet proficiency as determined by performance on the New England Common Assessment Program (NECAP).
2. To ensure that all students in the Woonsocket Education Department, including students from groups with identified performance/equity gaps-students from low income households, major racial and ethnic groups, students with disabilities and students with limited English proficiency-will meet "Adequate Yearly Progress" targets in English language arts and mathematics set by RIDE for each year.
3. To ensure that all students in the Woonsocket Education Department develop healthy lifestyles which enhance the overall learning process.

Suspensions

Two types of suspensions may be imposed on a student at the Woonsocket Middle School. They include the following:

In-School Suspension (P.A.S.S.) - this placement may be assigned to a student who has seriously or repeatedly violated the school rules. Students will be assigned to P.A.S.S. from a portion of a day up to several days at a time. While in the P.A.S.S. placement the student will work on assignments provided by the student's teachers as well as other material deemed appropriate by the P.A.S.S. Coordinator. While in this placement, staff will work to eliminate the problem that caused the student's placement in P.A.S.S. The P.A.S.S. Coordinator will make a reasonable attempt to contact the parents of students placed in ISS to inform them of the reason for the placement. A therapeutic counseling component will also be incorporated into this program.

Out-of-School Suspension – this placement could be assigned for a multiple of serious issues. For example, Out-of-School Suspension could be assigned for violation of the "Zero-Tolerance Policy", non-cooperation in the In-School Suspension Room, possession of drugs, arson, property damage, theft, sexual harassment, or another serious violation of behavior as determined by a building administrator. Parents of a student assigned out-of-school suspension should contact their child's guidance counselor for homework for the duration of the suspension (Student time in out-of-school suspension counts as days absent with regard to the thirty days absent rule mentioned earlier in this handbook). Students who are suspended from school shall not be present at or near the middle school immediately before, during or immediately after school or attend and/or participate in school activities after school, evenings or weekends during the suspension. Students who are found on school property during the school day or at school sponsored activities (during the evening or weekends, on or off school property), may be arrested and charged with trespassing.

Middle School Alternative to Suspension (MATS) – this placement is assigned to a student who has exceeded or is approaching ten total days of suspension during the school year. This placement is located at Woonsocket High School and runs from 2:30 pm – 5:30 pm on Monday – Thursday and from 2:30 pm – 4:30 pm on Friday. The parent or guardian of the student assigned to MATS must provide transportation to the high school.

Suspension Procedures:

- School administrator will make a reasonable attempt to contact the parent to inform him/her of the suspension.
- If we cannot reach the parent, we will make a reasonable attempt to reach a contact person listed on the student's emergency form.
- School administrator will then ask that the student be removed from the Woonsocket Middle School.
- If we are unable to reach a parent/guardian, the student will be assigned to another class for the remainder of the day. At dismissal he/she will be considered suspended. The attendance officer may also be involved in a suspension incident.
- A copy of the out-of-school suspension notice will be given to the student and a copy will be mailed home.
- A parent or guardian must meet with the administrator before the student may be readmitted to the Woonsocket Middle School.

Readmission Procedure (Suspension Readmission Hearing)

When a student is suspended from school he/she must be readmitted by a parent/guardian on the day specified on the Suspension Form. The parent/guardian and the student will meet with the suspending administrator and discuss the conditions of the student's readmission and the expectations for the student behavior. If the time that is listed on the Suspension Form is inconvenient, please call the appropriate office to reschedule the readmission hearing.

Principal's Hearing

When a student has been suspended four times or more from school, the suspending administrator may institute a principal's hearing which will involve the student, parent/guardian, suspending administrator and principal. At that time, the suspending administrator will present information surrounding the suspension, as well as past disciplinary violations, to the principal, who will determine whether the student will go before the district's disciplinary hearing officer for further action.

Discipline Officer's Hearing

If a student has followed all of the steps above; but is still having problems with behavior, the principal and/or his or her designee will suggest a meeting with the district's disciplinary hearing officer/superintendent. At that time, the suspending administrator and/or principal will present the facts to the hearing officer/superintendent, who will decide which actions should be taken. This is the last step before a school committee hearing, which could result in expulsion from school for a year.

INTEROFFICE MEMORANDUM

TO: PARENTS/GUARDIANS
FROM: Dr. Robert J. Gerardi, Superintendent
SUBJECT: TEACHER QUALIFICATION LETTER
DATE: September 2010



Dear Parent/Guardian:

The Woonsocket Education Department is very proud of the many gains our schools have made. Without a doubt, the teachers in the Woonsocket Education Department are extremely competent individuals who care deeply for their students, always willing to “go the extra mile” for their students – your children.

As parents/guardians of a student in the Woonsocket Education Department, you have the right to know the professional qualifications of the classroom teachers who instruct your child(ren). Under the No Child Left Behind Act, you may ask for certain information about your child’s classroom teachers.

Specifically:

- If the teacher has been licensed by the Rhode Island Department of Education and if he or she is qualified to teach the grades and subjects he or she teaches.
- About the teacher’s college major, any advanced degrees, and the subject of those degrees.

Let me assure you that all of the teachers in the Woonsocket Education Department are licensed by the Rhode Island Department of Education.

A request for specific information may be made to your child’s building principal. You may also ask the principal for the qualifications of any teacher’s assistant or Paraprofessional that provides services to your child.

If you would like to know any of the referenced information above, please contact your child’s school principal.

Please feel free to contact my office at 401-767-4608 for any further clarification.

Telephone Messages

Students are not allowed to use the telephone during the regular school day. However, in an emergency, a student’s guidance counselor will allow him/her to call home in his/her presence. We do not deliver telephone messages to students or page them to the office to receive telephone calls.

Textbooks

All textbooks used at the Woonsocket Middle School are loaned free of charge to the students. Students are required to cover these books upon receipt and to exercise care in their use. You will be asked to sign a receipt when a book is given to you. Record all requested information including the book number. Be sure to notify your teacher of all lost books immediately. You will be required to pay for all books that you do not return and for textbooks that are returned damaged.

Tobacco

P2-19 POLICY AND PROCEDURE FOR SMOKE FREE ENVIRONMENT

P2-19.1 Purpose. The Woonsocket School Committee is committed to ensuring a healthy atmosphere in which to learn, teach and work. This can be achieved only through continuous efforts to protect non-smokers and to promote the health benefits of a tobacco free life.

P2-19.2 Philosophy. The Woonsocket School Committee recognizes that the use of tobacco has been known to be detrimental to good health, and that the education of children occurs not only by textbooks and teachers, but also through many processes including modeling.

State Law SECTION 23-20.9-8 states:

§ 23-20.9-5 Regulation of Smoking in Schools – (a) the governing body of each school in Rhode Island shall be responsible for the development of enforcement procedures to prohibit tobacco product usage by any person utilizing school facilities. All facilities used by a school, whether owned, leased or rented, shall be subject to the provisions of this chapter. Enforcement procedures shall be promulgated and conspicuously posted in each building.

Students: Elementary/Middle School

- A **first offense** will result in a detention and the administration will provide written notification to the student's parent(s), guardian(s) or custodian(s).
- A **second offense** will result in two detentions and the rest of the day in in-school suspension or alternate administrative assignment with a letter sent home to the parents, guardians or custodians to be signed and returned to the principal.
- A **third offense** will result in three detentions, the rest of the day plus one full day of in-school suspension and a parent hearing before the school principal.
- A **fourth offense** will result in a one-day school suspension and mandatory enrollment in a smoking cessation program.

Staff:

- **First Offense** - An administrator shall inform the staff person in writing on the School Committee Policy and Procedure for a Smoke-Free Environment.
- **Second Offense** - For inclusion in the employee's personnel file, a written reprimand will be given by the principal or supervisor, which shall also include a request that the staff member participate in a smoking cessation program.
- **Third Offense** - The principal or supervisor will report the repeated violations to the Superintendent of Schools and the bargaining unit representing the staff member. The staff member will be subject to disciplinary action as delineated by the Superintendent with notice to the bargaining unit. A written report of any disciplinary action will be given to each member of the School Committee. Said disciplinary action will include mandatory attendance at a smoking cessation program which may occur at the staff member's expense. If necessary, further action up to and including termination may occur.

WOONSOCKET EDUCATION DEPARTMENT **STUDENT TRANSPORTATION POLICY**

P-4.9 PURPOSE: to determine eligibility for busing within the Woonsocket Education district.

POLICY:

- A criterion for school bus use is set by the district and determined by grade level and distance of travel to school.
- To be eligible for a school bus, the distance from a students home to school must be:
 - 2.25 miles from WHS
 - 1.75 miles from WMS
 - 1.0 mile from all Elementary schools

***NOTE: Bus stops are approximately 2 blocks for Special Education elementary students and 4 blocks for Special Education secondary students.**

Parent/Student Handbook – June 2011

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***WAIVERS:**

- Waivers may be sought based upon a medical condition which would put the student in danger, were they classified as a walker and walked both to and from school.
- Approved medical waiver would allow a student to use an **existing bus stop only**. It is not for the formation of a new bus stop, and it is **not for door-to-door, or home to school service**.
- The Woonsocket Education Department does the best it can under difficult scheduling staffing and financial conditions to provide busing to as many students as possible. It is however, **a parent's responsibility** to take an active role in getting their children to the bus stop and picking them back up from the bus stop. If the child is unable to do this on their own due to age, maturity, behavioral issues, or medical issues then the parents or designated care giver such as family, friend, alternate parent or babysitter needs to escort them.
- Transportation to or from a **daycare center can be arranged, only if it is on a bus route from the student's school, and if the arrangements will be consistent for the entire school year**.
- The Woonsocket Education Department **does not provide transportation to a babysitter**.
- All changes and additions will take a minimum of four (4) school days to implement.

PROCEDURE:

1. **For any changes in address, a change of address form which is available at the school must be completed in advance.**
2. **To receive a waiver, a student will need a letter from their PCP OR SPECIALIST faxed directly to the school. The letter must state the following:**
 - a) The specific illness and the risks posed by walking to and from school.
 - b) The inability of parents to escort or provide transportation to and from school.
 - c) Any precautions or medications that will be needed during the bus ride.
 - d) An **ACTION PLAN MUST BE DETERMINED** should complications of the illness present during the bus trip to and from school or at school (e.g. **Asthma Action Plan & Emergency Action Plan**).
 - e.) Any modifications that need to be made during school while in class, physical education, sports eligibility, recess and at lunch must clearly indicated by the HCP. Any medications that may be needed must be available in the nurse's office or with the student.
3. The parents of a child in a special needs program with a written IEP stating that busing is necessary, need to contact the Special Education Department at the McFee Administration Building. This includes any change of address and additions.
4. Any conflicts or concerns regarding medical issues for busing will be review by the Nursing Chairperson and/or WED Medical Director.

Truancy

A reasonable attempt will be made to notify parents of their son/daughter's truancy. School administrators will determine the disciplinary action that could range from detention to alternative in-school placement.

Valuables

Students are urged to leave money, valuable jewelry, watches, and the like at home (*Unless the student is bringing money to school for a specific, school related event there should no reason for a student to have more than several dollars in his/her possession*). The school department cannot be responsible for theft or losses. Students must provide locks in order to register and use student lockers Physical Education locker rooms have lockers – students must provide their own locks.

Visitors

Only visitors having a legitimate educational purpose will be allowed in the school. No visitors are to be brought into the building unannounced. Permission must be sought from the building administrator in advance of the day of the visit. Additionally, if your guest is from a local college, a note from a professor will also be required. Guests are not to be brought into any class without first obtaining teacher approval. Official visitor's badges will be issued to approved guests. These visitor badges are valid for one day only. Requests to bring a younger member of your family or any infants into the school will not be granted. Bringing younger children to school with you because of a special problem that exists at home will not be allowed. Unauthorized visitors will be subject to arrest in accordance with state and local laws.

Weapons

1. Students POSSESSING A KNIFE, GUN OR OTHER WEAPON in any school building, on any school grounds or at any school related function would be immediately suspended. **The Woonsocket Police Department** will be notified for assistance.
2. The Woonsocket Middle School Administration will recommend expulsion from school.
3. The student will be suspended pending the outcome of an expulsion hearing before the Superintendent of Schools/School Committee.
4. The term “weapons” shall include, by way of illustration, the following items:
 - Any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.).
 - Any knife (e.g., Bowie, Dirk, hunting pen, pocket, switchblade, utility, etc.).
 - Any razor (e.g., straight, regular, retractable, etc.).
 - Any martial arts device (e.g., Chinese stars, nunchaku, etc.).
 - Any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (e.g., blackjack, chain, club knuckles, night stick, pipe, studded bracelet, sling shot, etc.).
 - Any item by virtue of its shape or design gives the appearance of any of aforementioned (e.g., air pistol, air rifle, BB gun, etc.).

Web Page

Both the Woonsocket School System and the Woonsocket Middle School have web pages. To access the Woonsocket School System, the address is: www.woonsocketschools.com. The middle school web site may be accessed from a direct link at the Woonsocket School System Site.

WMS is also a member of Weather Plus TV10 and Weather Watch TV12, with a weather station located at Woonsocket Middle School.

WOONSOCKET EDUCATION DEPARTMENT’S **INTERNET ACCEPTABLE USE POLICY** **(Revised with CIPA compliance)**

EDUCATIONAL PURPOSE AND USE:

1. The use of the Internet has been provided to teachers and students as a tool of educational application. Use of the Internet for illegal, commercial, or unethical actions is strictly prohibited. All illegal activities, such as, transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
2. The Technology Committee, School Administration, and/or the School Committee reserves the right to place reasonable restrictions on any material accessible throughout the Woonsocket School Area Network and the Internet deemed ‘educational unacceptable’¹.
3. The use of the Internet must be for educational and research activities and be consistent with the educational objectives of the Woonsocket Education Department.
4. All students and personnel of the Woonsocket School Department take full responsibility for his or her own actions in regards to the use and handling of technology and the use of the Internet, network and email.
5. The Woonsocket School Department complies with the Children Information Protection Act (CIPA). CIPA requires that schools and libraries that receive specific federal funds must certify to the funding agency that they have in place an Internet Safety Policy. This policy blocks access to obscenity, child pornography, or material harmful to minors. This policy also prohibits hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online.

* In accordance with all elements and regulations of CIPA.

¹ Educational Unacceptable is material that is not in compliance with the curriculum guidelines of the Woonsocket Education Department.

ACCEPTABLE USE:

PERSONAL SAFETY

1. Student personal information (including, but not limited to, names, phone numbers, addresses, etc.) will not be entered, transmitted or posted over the *Internet without prior written authorization by school administration*.
2. Students will never agree to meet someone they have met on-line without parental written approval. Parents who agree to such a meeting are responsible for arranging appropriate supervision.
3. The computer operator will not use the network or the Internet in such a way as to disrupt access by others (such as downloading huge files, sending mass e-mail messages, or annoying/harassing other users). Respect the privacy of other users - all communications and information should be assumed to be private property.

COMPUTER SYSTEM SAFETY

1. Unauthorized access to 'educationally unacceptable' areas of the network, both within the Woonsocket Wide Area Network and the Internet, is not permitted.
2. The computer user will immediately notify a Lab Coordinator or System Administrator of possible security risks.
3. The computer user will not download information over the Internet without the consent and guidance of a Lab Coordinator or System Administrator.

- *E-rate schools, minors 47 USC § 254(h)(5)(B)(i); E-rate schools, adults 47 USC § 254(h)(5)(C)(i); libraries, minors 47 USC § 254(h)(6)(B)(i); libraries, adults 47 USC § 254(h)(6)(C)(i); Schools under Education Act Sec. 3601(a)(1)(A)(i); Libraries under Museum and Libraries Act 20 U.S.C. 9134(f)(1)(A)(i).*

INAPPROPRIATE BEHAVIOR

1. The computer user will not use vulgar or other inappropriate language within the Woonsocket Area Network or the Internet.
2. The computer user will not post false or misleading information about any person, or organization.
3. The computer user will not use the network and the Internet to access, create, or publish material; that is profane or obscene (pornography) that advocates illegal acts that advocate violence or discrimination toward people or organizations, or that is not within the scope of educational use.
4. The computer user will not attempt to locate or request inappropriate material from the Internet.
5. The Internet has many sites, locations, and material. New material is being created every day. Because of these reasons it is possible for some material to escape the filtering system of the Woonsocket School Department. If a computer user should happen to find this material he or she is to notify a teacher, administrator of Technology Department immediately.

VIOLATION OF POLICY

If a user is found to be in violation of any of the statements detailed in the acceptable use policy; all network and Internet rights and privileges will be suspended until an investigation is conducted. Upon completion of the investigation a decision will be given by the building administrator(s) to revoke or reinstate the computer user's privileges. Such violations may also result in further disciplinary measures or legal actions.

LIMITATION OF LIABILITY

The Woonsocket School Department will make every effort to screen all material available on the Internet; however, it is possible for some of the vast amount of inappropriate information on the Internet to reach the computer user.

All terms and conditions as stated in this document are applicable to the Woonsocket Education Department, Woonsocket RI. These terms and conditions shall be governed and interpreted in accordance with the laws of the City of Woonsocket and the State of Rhode Island, United States of America.

Woonsocket School Department Internet users apply for an Internet access by completing the attached form. The contract should be returned to the person from whom they received the contract. If a student does not have a signed permission form on file, they will not be allowed to access the Internet through the school. This copy of the Acceptable Use Policy is yours to keep for reference. This contract is renewable annually.

Woonsocket Education Department Family Education Rights and Privacy Act (FERPA)

The FERPA is a Federal Law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program from the United States Department of Education.

Parents or eligible students (students over the age of eighteen) have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refused to correct, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent to the following parties;
- School employees who have a need to know;
- Other schools to which a student is transferring;
- Parents when a student over 18 is still dependent;
- Certain government officials in order to carry out lawful functions Accrediting organization;
- Individuals who have obtained court orders or subpoenas;
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

- Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

- Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to each school.

At present, the Woonsocket Education Department does not publish directories of this type. However, the Administration has designated the following student information as "directory" information: name, address, date of birth, honors, and awards received and dates of attendance. Should you prefer that this type of information about your child remain confidential, you must notify the school.

NOTE: If you choose not to allow the school to publish this information then your child's name will not appear on the quarterly honor rolls distributed to the newspaper or any and all other new releases that we may distribute periodically to newspapers or other media highlighting positive student activities.

If you have questions regarding this policy, please call 767-4626.

WOONSOCKET EDUCATION DEPARTMENT Extra-curricular Code of Conduct

Part 1 – PHILOSOPHY

The Extra-curricular program at Woonsocket High School and Middle School is an accepted and integral part of the curriculum, which produces many benefits to our students. The advisors of our after-school programs as well as the coaches for athletics have a great opportunity to achieve many educational goals with students because they have the advantage of more time with smaller numbers of students who are highly motivated. Under these circumstances, students involved in these programs can often achieve greater measures of academic success, physical fitness, artistic skills, and the development of sound social, emotional, and mental attitudes.

The Extra-curricular program provides instruction and encourages maximum participation in a variety of activities designed to satisfy most of the needs and interests of the students. In administering the Extra-curricular programs, every effort will be made to provide the best possible facilities and equipment.

Parent/Student Handbook – June 2011

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The Woonsocket School Department offers each and every student the opportunity to be involved in Extra-curricular activities. Yet, with that offering we want all involved, club members, students in leadership roles, athletes, parents, team managers, scorers, cheerleaders, fans, coaches and any other group associated with our school to understand that it is a privilege to participate. We should all understand that with this privilege come some important responsibilities to Woonsocket High School, Woonsocket Middle School, your organizations, your teams, your families and to the City of Woonsocket. At all times students are expected to uphold the values that we represent and have represented for many years. Equally important, students must be willing to conduct themselves in a manner, which adheres to group, team and school policies.

It is essential that all participants clearly understand the standards of performance to which Woonsocket High School and Middle School students are expected to adhere. By attending and continuing to attend activities students express an acceptance of these responsibilities and policies. Students who are not willing to accept these responsibilities and policies will not be allowed to participate. Any behaviors unbecoming a Woonsocket student will be investigated and disciplined as set forth by the Woonsocket Extra-curricular Code of Conduct, which runs concurrently with the Woonsocket High School and Middle School Student/Parent Handbooks and all Woonsocket School Committee Policies. **Please note that the administration reserves the right to review student eligibility to participate in extracurricular activities at any time.**

Every advisor and coach is required and expected to immediately report any disciplinary infraction of a substantial nature to the appropriate administrator who will then review the incident with the advisor/coach and the student. If any disciplinary action is taken, the administrator will notify the student and his/her parent(s). If the circumstances warrant the Superintendent may be notified of the infraction as well as the disciplinary action that was taken by the advisor/coach. A parent may have the case reviewed by the following procedures:

1. The student and/or parent may ask to meet with the advisor/coach, athletic director or school administrator handling the case within two school days of the disciplinary action.
2. If not satisfied, the parent may ask to meet with the principal of the school.
3. If not satisfied, the case can be brought to the school level appeals board.
4. If not satisfied, the parent may appeal to the Superintendent of Schools.
5. If not satisfied, the parent may request a hearing before the School Committee.

Part 2 – SUBSTANCE ABUSE

Substance abuse is becoming a serious problem in today's society and, if the schools have any role in attempting to curb and/or control this abuse, it must, in addition to fulfilling its responsibility for teaching the hazards of substance abuse, set and hold to high standards which signal the seriousness with which it intends to fulfill this responsibility.

The Woonsocket School Department recognizes that the misuse and abuse of chemicals by students, both on and off campus, negatively affects health, academic performance and achievement, extra-curricular participation and development of related skills. Because of these realities and in acknowledgement of the overwhelming opinion of health educators, coaches and advisors believe that students perform best when they follow intelligent rules which include restriction on alcohol, drugs and any type of mood, modifying substance which produces harmful effects on humans. The Woonsocket Public Schools support education and awareness training in student chemical use problems, including the results of chemical dependency.

The administration, faculty and club advisors of Woonsocket High School and Middle School are deeply concerned with the health habits of the students of this community and remain convinced that students and the use of these substances are not compatible. It is expected that the close contact that club advisors have with students provides them with a unique opportunity to observe and assist young people in this regard.

All students at Woonsocket High School and Woonsocket Middle School must follow this code, in order to participate in any Extra-curricular activity. This code will apply to all activities, school related and non-school related, and will be in effect twenty-four hours a day, seven days a week. Current school policies describing penalties for violations on school grounds involving tobacco, drugs or alcohol are also in effect and will run concurrently with this code.

The importance of enforcement of all regulations in this code should be apparent. A fair and firm policy of enforcement is necessary. This community, school administration, teachers and club advisors feel strongly that high standards of conduct and citizenship are essential in maintaining high student morale, performance and accomplishment.

Section 1: Penalties for Non-School Related Violation for Substance Abuse

- A. Participation in any school-sponsored athletic team, club organization, school or class, and/or non-athletic team or group.
- 1st Offense:** If warranted an investigation will be conducted to determine if a student has committed a violation of the policy. If the investigation finds that the accused has violated the policy for the first time all interested parties will be notified: parent(s)/guardians(s), coach, advisor, administration, and athletic director.

2nd Offense: Student is suspended from all membership participation in related activities for a period of fourteen (14) calendar days from the date the infraction is discovered by the coach, advisor, athletic director, or school administrator. Parents shall be notified, and the student shall be referred to the student assistance counselor for immediate counseling.

3rd Offense: Student is suspended from extra-curricular activity.

- Student must admit that they have a problem with drugs/alcohol, meet with Student Assistance Counselor or a member of the Crisis Intervention Team to determine the cause and circumstances of the substance use and follow-through on the recommendation(s) put forth by the counselor. Participation in Extra-curricular activities will be re-evaluated upon documented completion of the recommended course of action.
- If a student refuses to admit they have a drug/alcohol problem, then they will be immediately removed from the activity(s) they are participating in indefinitely. Student must present documentation to improvements being made in the treatment process before they can be allowed back to participation
- If the student refuses/fails in this process, at any stage, he/she is automatically suspended from all extracurricular programs.

- B. Participation – Special Activities - Special activities are defined as those activities that occur once during the school year. These activities may be open to any member of the student body and generally require a period of rehearsal or practice prior to the event.

1st Offense: If warranted an investigation will be conducted to determine if a student has committed a violation of the policy. If the investigation finds that the accused has violated the policy for the first time all interested parties will be notified: parent(s)/guardians(s), coach, advisor, administration, and athletic director.

2nd Offense: Student is suspended from all membership participation in related activities for a period of fourteen (14) calendar days from the date the infraction is discovered by the coach, advisor, athletic director, or school administrator. Parents shall be notified, and the student shall be referred to the student assistance counselor for immediate counseling.

3rd Offense: Student is suspended from extra-curricular activity.

- Student must admit that they have a problem with drugs/alcohol, meet with Student Assistance Counselor, or
- A member of the Crisis Intervention Team to determine the cause and circumstances of the substance use and follow-through on the recommendation(s) put forth by the counselor. Participation in Extra-curricular activities will be re-evaluated upon documented completion of the recommended course of action.
- If a student refuses to admit they have a drug/alcohol problem, then they will be immediately removed from
- The activity they are participating in indefinitely. Student must present documentation to improvements being made in the treatment process before they can be allowed back to participation.
- If the student refuses/fails in this process, at any stage, he/she is automatically suspended from all extracurricular programs.

Section 2: Penalties for School Related Violation for Substance Abuse

Students who violate the policies regarding substance abuse at school activities, whether on or off campus, will be subject to the penalties as defined in School Policies and the Woonsocket High School and Middle School handbooks and will also include the same Extra-curricular restrictions as for off-campus violations.

Part 3 -QUALIFICATIONS FOR SEEKING AND RETAINING STUDENT COUNCIL, CLUB & CLASS OFFICE

Officers of the Student Council and of the respective classes and official school clubs must lead by example. As such leaders, their conduct and personal behavior should be above reproach. Furthermore, since the major goal of our educational community is the fostering of learning and academic achievement and since serving as a class officer constitutes in reality an Extra-curricular activity, it makes perfect sense that our students should be expected to attain some minimum level of academic success.

The following guidelines shall apply to all Student Council, class and club officers seeking to hold office:

Section 1: Eligibility for Holding Office

- A. **Academic** - A student seeking any office must be academically eligible. Academic eligibility is defined as: (See Below Part 4– Academic Eligibility)
- B. **Discipline** - A student who has been in serious violation of school rules may be declared ineligible to seek or hold class office. Such cases will be reviewed by the Administration.

Section 2: Maintaining Eligibility for Club/Activity Membership

For definition of the various clubs and activities, refer to student handbook.

Part 4 – ACADEMIC ELIGIBILITY

Refer to Academic Probation Policy (Page 5)

Part 5 – DISCIPLINARY CODE

Section 1: School Attendance and Participation

To be eligible to play in games, attend practice, or participate in any Extra-curricular activity, the student must attend what is considered a full day of school. At the high school a full day is attending three full blocks. At the middle school a full day is considered attending five full periods.

If a student is absent on a Friday, that student must gain the permission of the Athletic Director, Assistant Principal or Principal to participate over the weekend in games, practice situations, or Extra-curricular activities. Students who have an excused absence must gain the permission of the Athletic Director, Principal or Vice Principal to participate in practice, games, or activity on that day. At all times it is the responsibility of the student/athlete to seek permission in absentee/participation situations. This permission must be acquired in a timely and appropriate fashion. Written approval will be given to the head coach of that sport or advisor of the activity.

The above requirements will also apply to holiday practice or game situations.

Section 2: External or In-House Suspensions

If a student is suspended from school, all extra-curricular activity is suspended until the school suspension is completed. The student will not be allowed to practice, play in games, or any extra-curricular activity until the suspension has been completed.

If it is an external suspension, the student/athlete is not allowed on school grounds to watch practices, games, or extra activity. If it is an in-house suspension, at the end of the suspension day the student/athlete is required to go home if they have further days to serve. Once the suspension period is completed the student will then become immediately eligible to return to his/her team or extra-curricular activity and resume activity at the discretion of the coach or advisor.

If the suspension is scheduled to carry over a weekend or holiday break the student may be declared eligible to participate at the discretion of the administration.

Suspensions from school demonstrate a blatant disregard for the code of behavior expected from a Woonsocket High School or Middle School student.

If a student is suspended externally more than once in a season or during an activity he/she will be suspended from the activity for the remainder of the season/year.

Section 3: Hazing

Anyone involved in the act of hazing, forcing someone to do something against their will, that leads to physical, mental or social harm of another student will be subject to suspension from school and the athletic program for the rest of that school year. They may also face criminal actions in a court of law.

The term "hazing" shall mean any conduct or method of initiation with any student or student organization, whether on public or private property which will willfully or recklessly endanger the physical, mental or social well-being of any student or students.

Such actions could include any treatment that will adversely affect the physical, mental or social well being of a student or subjects such student to extreme mental stress, including deprivation of sleep or rest. If any student is aware of another person who was a victim of hazing and or is at the scene of such an action, he/she shall report such behavior to appropriate school personnel immediately, if not sooner.

Section 4: Criminal Offenses

The status of any student who is involved in a criminal offense will be determined on a case-by-case basis by the school administration.

Part 6 – ATHLETIC DEPARTMENT REQUIREMENTS

Section 1: Eligibility

To be eligible to participate in interscholastic athletics, a student must meet all requirements established by the Rhode Island Principals Committee on Athletics and the Woonsocket Education Department. The main requirements are as follows:

- A. The academic eligibility of students to participate in interscholastic sports will be reviewed at the end of the first quarter, the first semester, the third quarter, the second semester and summer school.
- B. Athletes at the high school must be taking at least three subjects, or an aggregate of fifteen periods of work per week. Athletes at the middle school must be taking at least five subjects, each involving at least five periods or an aggregate of twenty-five periods of work per week.

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- C. Regardless of an athlete's class (full year, semester, or term) the only grade that determines if an athlete is eligible or not is the report card grade, which is handed out four times a school year, except for the Spring Season. If you have any questions, please contact the Athletic Department. If you are not sure of an athlete's eligibility, please confer with Athletic Director.

Please follow your corresponding season:

Fall Season: (Progress reports do not affect eligibility)

- 1) To be eligible:
 - a) Pass 3 out of 4 classes from the previous Spring **Final Average (FV)**
 - b) Pass 3 out of 4 classes from the present Fall **1st Term (MV)**
- 2) If an athlete is not eligible at the beginning of the season, he/she can become eligible if they pass 3 of 4 classes at the end of the first term.

Winter Season: (Progress reports do not affect eligibility)

- 1) To be eligible:
 - a) Pass 3 of 4 classes from the Fall **1st Term (MV)**
 - b) Pass 3 of 4 classes from the 1st semester **Final Average (FV)**
- 2) If an athlete is not eligible at the beginning of the season, he/she can become eligible if they pass 3 of 4 classes at the end of the first semester.

Spring Season: (Progress reports DO affect eligibility)

- 1) To be eligible:
 - a) Pass 3 of 4 classes from 1st semester **Final Average (FV)**
 - b) Pass 3 of 4 classes from 1st term of 2nd semester **1st Term (MV)**
- 2) If an athlete is not eligible at the beginning of the season, he/she can become eligible if they pass 3 of 4 classes at the end of the 1st term of the 2nd semester.
- 3) If an athlete is not passing 3 of 4 classes at the 3rd marking period of the 2nd semester (progress report), the athlete will be suspended from his/her team.

The Principal, Guidance Department, and the Athletic Director will handle any extenuating circumstances on a case-by-case basis. This includes all summer school classes.

Students are NOT eligible if:

- 1) They are excused from physical education for medical reasons.
- 2) Their 19th birthday occurs prior to September 1st (15th birthday for Middle School students).
- 3) They have been in high school for more than eight semesters (middle school for more than six semesters).
- 4) They played or practiced with an outside team in the same sport while a member of the school varsity team.
- 5) They do not comply with any provisions outlined in the most recent edition of the Rhode Island Interscholastic League's Rules and Regulations.

Section 2: Forms

Before any student can participate or tryout for any school athletic program, the student must satisfy the following requirements: The student must have turned in a signed parental permission slip for each sport giving permission to participate in the sport.

- A. At the time a student signs up for tryouts in a scholastic sport, he/she will receive this policy. Each parent or guardian will read all of the enclosed material and acknowledge that they understand the eligibility rules and policies of the Woonsocket Education Department. A signed parental form acknowledging this fact will be returned to the coach and filed with the Athletic Director.
- B. The student must have passed a physical examination within the past calendar year and given a copy of the exam to the coach. The exam will be kept on file in the Nurse's office.
- C. The student must obtain school accident insurance coverage. The school has arrangements with an insurance company by which parents can secure insurance at a nominal cost. Students participating in interscholastic sports are required to have school accident insurance. The school does not assume responsibility for medical expenses resulting from injuries to participants in sports. The family's personal medical insurance is the first step to covering medical expenses. School insurance can only be used to help with expenses not covered by your personal insurance. In order to receive aid from the Injury Fund, students must be covered by school insurance. Under certain circumstances the Rhode Island Interscholastic Injury Fund provides some assistance for medical expenses which are not covered by either personal or school insurance. In claims involving school insurance, parents must pick up an insurance form at the school office or from the team coach. Once the School and the attending physician have completed their parts, the parents send the form and bills to the company.
- D. The student must have turned in a notarized assumption of risk form if such form is not already on file.

Section 3: Uniforms/Equipment

The student must have returned equipment from any previous sport played. Athletes are responsible for the proper care and security of equipment issued (on a loan basis) to them. School furnished equipment is to be worn only for contests and practices or when authorized by the coach. Athletes who do not return equipment in good condition at the end of the season will be assessed the replacement cost of the equipment. The athlete who has equipment lost or stolen will also be assessed the replacement cost of the equipment. Athletes may not participate in another sport until the obligation is fulfilled.

Section 4: Rules and Regulations

- A. **Appearance** – Athletes assume the responsibility of representing their school; consequently, they are expected to dress presentably on trips and all athletic-related events.
- B. **Selection of the Team** – Selection of athletic teams is the sole responsibility of the coaches of those teams. Their actions, however, must be consistent with the philosophy and policies of the athletic program. When a team cut is necessary, the process will include three important elements:
- 1) Each candidate must have competed in a minimum of five practice sessions.
 - 2) Each candidate should have performed in at least one intra-squad game.
 - 3) Each candidate will be personally informed of the cut and the reasons for the action by the coach.
 - The Athletic Director will approve all specific guidelines on team selection prior to their announcement.
 - A student cut from a squad will be permitted to try out for another team if the coach of the second team so desires.
 - A student cut from a team for disciplinary reasons will not be eligible to participate on another squad for that sport season.
 - A student may participate in the field events of track while they are on another team. No student may try out for two sports at once other than the field events of track.
- A. **Individual Coach's Rules** – Coaches may establish (with advanced submittal and approval from the principal, athletic director and the School Committee) additional rules and regulations for their respective teams. These rules must be given in writing by the coach to all team members and explained fully at the start of the season. Penalties for violation of these will also be in writing and will be administered by the coach. Additional team rules must be consistent with all other school rules and regulations and must be sent home to the athlete's parent/guardian with a sign-off sheet to be returned to the coach. Copies will be kept in the athletic director's office. Coaches may take reasonable disciplinary action pertaining to any problem that may arise that has not already been covered in this handbook. If dismissal is considered, there will be a meeting between the parent/guardian, the coach, the athletic director/principal and the athlete. If the parent/guardian disagrees with the ruling then the parent/guardian may appeal to the principal. The decision of the principal may be appealed to the Superintendent of Schools, then to the School Committee and, if necessary, the Commissioner of Education. Students will be told of the infraction and subsequent penalty.
- B. **Leaving a Team** – Athletes who leave a team will have forty-eight hours to ask the coach for reinstatement. The coach will act independently on each case. These students are expected to discuss their decision with the coach and the athletic director/principal. Leaving a team is a serious decision. The student athlete must be aware of his/her responsibility to the team and to himself/herself. Within one week of the first contest, a student may drop from a team without penalty. After this time, the student may not participate in any other athletic activity for that season unless the athletic director and both coaches involved grant permission.
- C. **Practices and Contests** – Athletes are expected to attend all contest and practices during the season, vacation included, unless excused by the coach prior to the absence. Athletes with unexcused absences from contests or practices must practice one day (five days maximum) for each contest or practice missed prior to resuming competition.
- D. **Vacations** – Vacations (including trips during school vacations) by athletic team members during a sport season are discouraged. Athletes and parents wishing to do so may want to reassess their commitment to the team. In the event of an absence due to a vacation is unavoidable, the athlete must...
- 1) Present a signed excuse by the parent/guardian.
 - 2) Contact the coach prior to the vacation.
 - 3) Assume the consequences related to their playing status on that squad.
- E. **Smoking and Smokeless Tobacco** – Smoking and the use of smokeless tobacco are strictly forbidden.
- 1st Offense** – Suspension from practices and games for five days.
- 2nd Offense** – Suspension from the team for the remainder of the season.
- 3rd Offense** – Suspension from ALL athletics for the remainder of the year.
- F. **Return from Injury** – An athlete who has been injured and treated by a doctor will not be permitted to practice or play until he/she submits a written note from the doctor concerning the status of the injury. The coach will forward this note to the school nurse for inclusion in the student's health file.
- G. **Travel** – All athletes are required to travel to and from out of town contests with the team. Permission may be granted by the coach to allow an athlete to be released to his/her parent/guardian if such a request is made in person by the parent/guardian prior to such release. Athletes will remain with their team under the supervision of the coach while

attending away contests. Failure of an athlete to travel with the team to the away contest will result in the athlete not playing in that specific contest. Under no circumstance will an athlete drive his/her own vehicle to a contest.

H. **Suspension** - See Part 5 – Section 2

I. **Insubordination/Poor Sportsmanship/Profanity** - Any behavior demonstrated by a student/athlete of the above nature will be penalized. It could be as little as a suspension of the athlete for a day to as far as the removal from the team. In each one of these situations the coach must discuss the disciplinary action with the Athletic Director, the Principal or the principal's designee.

J. **Locker Room Regulations**

- 1) Roughhousing and throwing towels or other objects is not allowed in the locker rooms.
- 2) All showers must be turned off. The last person to leave the shower room is expected to check all showers.
- 3) Athletes should ensure that all clothing and valuables are locked in their lockers.
- 4) No glass containers are allowed in the locker rooms.
- 5) All spiked or cleated shoes must be put on and taken off outside of the school buildings.
- 6) No athlete will enter the locker room at the start of practice unless the athlete's coach is present in the area.

Section 5. Ejection from games/RIIL

An athlete ejected from any athletic contest in state or out of state for any reason except a technical violation of the rules of the sport will remain out of the next RIIL contest of that sport as well. In addition, the athlete must fill out the Unsportsmanlike Conduct Questionnaire and submit it to the principal and athletic director. A player put out of the last contest of that sport season shall be ineligible for the first two RIIL League contests of the same sport in the following year. If the player has senior eligibility, he/she shall be ineligible for the first two RIIL League contests of the next sport in which the player participates. In addition, any player put out of the last contest of the sport season must show cause why he/she should not be put on probation in the same sport the following year, or if such a player has senior eligibility, why he/she should not be put on probation for the next sport season in which such a player participates.

A. Examples of Infraction of Probationary status

1st Offense: A player on probation, who is reported by an official or game supervisor for such behavior as unsportsmanlike conduct, game disqualification or other offenses that may be deemed contrary to the rules of the game and safety of others, will be declared ineligible for the remainder of that sport season as a minimum. If the infraction is judged most severe, the player may incur the additional penalty of ineligibility for a year from the day of the infraction or the remainders of his/her stay in school.

2nd Offense: The athlete shall be suspended for the rest of that sport season.

3rd Offense: The athlete must show cause as to why that athlete should not be suspended from participation in the RIIL, for one year from the date of the last ejection. Pending appeal, that athlete shall remain suspended.

Whenever a player is ejected from an athletic contest, and must remain out of (be disqualified from) the next RIIL League contest(s) of that sport, such ejection prevents a player from being present at the site of said contest(s).

B. Definition of what is required if ejected and suspended:

Being present at the site means the disqualified player is not to be present in the locker room, on the bus, on the sidelines, in the stands, or anywhere in the site area during or after the contest. Any player determined to be in violation of this provision will cause his/her team to forfeit the game(s) during the period of disqualification. An additional period of disqualification may also be imposed.

Woonsocket Education Department
School Calendar 2011-2012

Denotes Dates of School Commit

Quarters:

1	Aug 31	Nov 4	44
2	Nov 7	Jan 20	44
3	Jan 23	Mar 30	45
4	Apr 2	Jun 13	47

Total Student Days: 180

PTA Meetings
SIT Meetings at Villa Nova
SIT Meetings at Hamlet

August 1 days

M	T	W	Th	F
29	30	31		

Cumulative Days 1
31 Students' First Day

September 21 days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Cumulative Days 22
5 Labor Day

October 19 days

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Cumulative Days 41

10 Columbus Day
11 City Primary (No School)
13 Parent/Teacher Conf. - WMS

November 18 days

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Cumulative Days 59

8 City Election (No School)
11 Veterans' Day Celebrated
24-25 Thanksgiving Holiday

December 17 days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Cumulative Days 76

26-30 Holiday Recess
6 Parent/Teacher Conf. - Elem

January 20 days

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Cumulative Days 96

2 New Year's Day Celebrated
16 Martin Luther King Day

February 16 days

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

Cumulative Days 112

20 Presidents' Day
20-24 Winter Recess

March 22 days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Cumulative Days 134

8 Parent/Teacher Conf. - WMS

April 15 days

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Cumulative Days 149

6 Good Friday
16-20 Spring Recess

May 22 days

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Cumulative Days 171

28 Memorial Day

June 9 days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Cumulative Days 180

13 180th Day of School
14-20 Make up Days

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