Student Planner
2018-2019

Westerly Middle School
10 Sandy Hill Road
Westerly, Rhode Island 02891
Parent/Guardian Statement of Receipt

Westerly Middle School Student Agenda Book
2018-2019

I am the parent or guardian of the below named child and by my signature I acknowledge that I have received a copy of the Westerly Middle School’s Student Handbook/Agenda Book.

By signing this Statement of Receipt, I do not waive or abdicate, but do reserve any rights protected by the Constitution or laws of the United States or the State of Rhode Island and Providence Plantations. I further understand that I have the right to express disagreement with the Westerly Public Schools’ policies or decisions.

Print Name of Student:

__________________________________________________________

Signature of Parent/Guardian:

__________________________________________________________

Date: ____________________________________________

***Please return to your child’s homeroom teacher as soon as possible***
Authorization for Medication to be Taken During School Hours

School_______________________________________  Grade/Teacher____________________________
Child’s Name_________________________________  DOB____________________________________
Physician’s Name/Address____________________________________________________________________
_________________________________________________Phone_________________Fax_______________

PARENT/Guardian:
I HEREBY CONSENT THAT THE School Nurse Teacher give my child the medication ordered below by the prescribing physician in accordance with the Westerly Public Schools’ Medication Policy 5101.1

Date:______________________________  Parent/Guardian______________________
Home Phone:________________________  Emergency Phone________________________

PHYSICIAN:
Diagnosis for which medication is given:_________________________________________________________
Name of Medicine_________________________________________ Dosage__________________________
Method of administration____________________________________________________________________
If medicine is to be given daily, at what time?______________________________
Length of time this is ordered________________________________________________________________
Special instructions: _________________________________________________________________________
Is the child authorized to medicate him or herself in accordance with school protocol: YES or NO

________________________________________________________________

Field Trip ONLY: (for students who do not normally have self-carry privileges)
________________________________________________________________

 does/does not have permission to self-carry/self-administer the above ordered medication when on a school sponsored activity/field trip.

Date________________________  Physician’s Signature__________________________________________
Date________________________  Received by School Nurse Teacher____________________________
Date________________________  Parent/Guardian Signature________________________________________

Please note:
• Field trip medications are to be stored and transported in the originally labeled prescription/OTC container.
• No more than a single dose or doses required for the duration of a trip are to be in the container.
• No school employee shall be liable for civil damages which may result from acts or omissions which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication in accordance with these rules and regulations.
• Students are prohibited from sharing, transferring or in any way diverting his/her medication to any other person.

Amended 4/5/2017
WESTERLY PUBLIC SCHOOLS
Authorization for Medication to be Taken During School Hours

In the event a School Nurse Teacher/ Registered Nurse is not present when your child may incur an identified acute allergic reaction, his/her Epi-pen/Epi-pen Jr / Avi-Q will be immediately administered by an adult present. The 911 EMS System will also be initiated at this time.

It is not possible to follow a medication administration order prescribing Benadryl prior to Epi-pen/Epi-pen Jr / Avi-Q by anyone other than a School Nurse Teacher or Registered Nurse.

ALL MEDICATIONS, including over the counter (OTC) medications and supplements, require a physician’s order for self-carry administration. (For example: Motrin, Tylenol, Excedrin Migraine, Benadryl, Melatonin)

Date ______________ Parent/Guardian Signature ___________________________________
Westerly Public Schools Internet Responsible Use Policy Signature Page (Student)

Network User Acknowledgement and Consent Form

I hereby acknowledge that I have received a copy of the Westerly Public School Responsible Use Policy and I have read and understood the Terms and Conditions set forth therein.

I understand that it is the responsibility of all users, staff and students to ensure that Westerly Public School technology resources are being used for educational purposes. Staff members and students that are issued a unique account are responsible for its use at all times. It is therefore important that all users log off the computer at the end of each session.

I further agree and understand that all computer systems and equipment, as well as all information transmitted, received, or stored on such systems are school district property.

I understand I have no expectation of privacy in connection with the use of any of the school district’s equipment or the transmission, receipt or storage of information on this equipment or network.

I also acknowledge and consent to the school district’s monitoring and use of this equipment at any time. Such monitoring may include, but is not limited to, e-mail, web browsing, and computer files to which I have access. Any computer or user is subject to these rules.

Printed Student Name

______________________________________________________________

Signature of Student

______________________________________________________________

Signature of Parent/Guardian

______________________________________________________________

Date__________________________________

Adopted: September 21, 2012
Revised: June 3, 2013
MEDIA INFORMATION FORM

Student Name______________________________

Signature of Parent/Guardian________________

_____Yes, my child’s picture and/or name may appear on a
school website*, district communications be printed in a
newspaper/online newspaper or be recorded on video
broadcast.  *First name only on websites.

_____No, my child’s picture and/or name may NOT appear
on a school website, be printed in a newspaper/online
newspaper or be recorded on video for broadcast.

_____Yes, I would like to receive email updates regarding
issues of importance from Westerly Public Schools,
including my child’s principal and the Westerly School
Committee.  My email address is:

__________________________________________

(Your email address will not be shared with any other group
and will only be used for this purpose.)
BYOD Westerly Public Schools Staff/Student Agreement

Students and staff are encouraged to use their technology responsibly and in a manner which enhances teaching and learning. Privileges may be taken away if necessary. However when used responsibly, BYOD benefits the learning environment as a whole. Staff as well as students and parents/guardians participating in BYOD must agree that users will adhere to the Student Code of Conduct; or Staff procedures set forth WPS, respectively. Also, adhere to Westerly School Committee policies, particularly the Responsible Use Policy (RUP), and expectations set forth in Westerly Public Schools student handbooks. Additionally, for BYOD technology use:

- All Staff, or Parents and students must agree that they have read and understand the policy.
- Technology Devices must be in silent mode while on school campuses and while riding school buses.
- Technology Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Technology Devices may not be used without the permission of the classroom teacher. This includes but is not limited to recording, transmitting or posting of either audio or photographic images or video of a person, or persons on campus during school activities and/or hours.
- Technology Devices may only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Only games educationally approved are allowed.
- Printing from personal devices may not be possible at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.

Students/ Staff acknowledge that:

I understand and will abide by the above policy and guidelines. I further understand that any violation deemed unethical may result in the loss of my network and/or BYOD privileges as well as other disciplinary action.

As a parent/guardian, I understand that I am to contact the school office to communicate with my child during the school day.

Staff Signature/ Printed Name: Date:
Student Signature/Printed Name: Date:
Parent Signature/ Printed Name: Date:

Please list the Technology devices to be used in the BYOD initiative below:

Serial Number:

Product:
Whereas electronic communication devices (ECDs) create classroom disruptions and can lead to inappropriate behavior including bullying and harassment in our schools, this policy is created to minimize the use of such devices thereby limiting distractions and inappropriate activity.

A student may possess an electronic communication device (including but not limited to cellular phones) in school provided that during school hours the device remains turned off. The only exception to this policy is when a teacher asks students to use ECDs for instructional purposes. Students may not use an electronic communication device (ECD) on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school or take part in any activity prohibited by the District’s Acceptable Use Policy (AUP) WPS Policy 2300.

Violations of this policy may result in confiscation of the cellular telephone or ECD and disciplinary action. If the cellular telephone or ECD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. Westerly Public Schools are not responsible for preventing theft, loss, damage, or vandalism to it.

Parents/guardians are to contact the school office to communicate with their child during the school day.

Students may use designated school phones to contact parents/guardians during the school day.

**Rules for Confiscating ECDs:**

1. If a student is discovered to be using an ECD in violation of District policy, the student will be asked to turn it off and hand it to the staff member (if the student does not comply, s/he will be immediately sent to the office for disciplinary action*).

2. The staff member will not turn on or view the contents of the phone or ECD.

3. The student will be sent to the Principal or designee, who will notify the student of the discipline for violation of school policy concerning ECDs.*
4. The ECD will be taken to the office where it will be placed in an envelope and sealed.

5. On the envelope, the date and time will be recorded along with the signature of the staff member receiving the ECD.

6. The Principal or designee will determine if there is any suspicion that the ECD has been used in a way that possibly violates state or federal laws and may at his/her discretion turn the device over to local or state authorities for further investigation. If they feel that there is no probable cause, the ECD will be stored at the school until a parent or legal guardian of the student retrieves it.

7. To retrieve the ECD, a parent or legal guardian of the student will need to come to the main office of the school during school hours after the student complies with any disciplinary consequence that is imposed. The school may ask the person to provide written positive identification and make a copy of the ID for its records.

8. The parent or legal guardian will be given the envelope to open in front of a school official. The parent or legal guardian will then be required to sign and date a receipt for the ECD as evidence of a complete chain of custody. The school will retain the envelope.

*Disciplinary action may include detention, out-of-school suspension or expulsion.

Adopted: May 19, 2010
THE DRESS CODE

1. Students should practice good grooming at all times.
2. Appropriate and safe footwear must be worn at all times. Wheelie shoes and slippers are banned.
3. Hats, bandanas and sunglasses are not permitted within the buildings.
4. Any items of apparel or decoration thereon that cause a distraction/disruption in the classroom or school building are prohibited. See through or mesh tops/tank tops, spaghetti strap tops or tops not covering three finger width of the shoulder, low cut or cropped shirts/tops, are prohibited. Skirts and shorts must be longer than the tip of the fingers when arms are at the side, standing or walking. Tights and/or leggings will not be considered as part of the length of the garment.
5. Any clothing or items that imply an obscene, drug/alcohol-related message or a violent message are prohibited. Students wearing such apparel will not be allowed to attend classes until such time as the clothing in question is changed and/or a parent/guardian is notified.
6. Any attire, accessory or body piercing that is of a health or safety concern, exposes undergarments and/or any part of torso and upper thigh are prohibited.
7. Undergarments, pajamas, bathing suits, etc., are not acceptable school attire.
8. Specific attire and/or grooming methods may be required in special areas such as industrial tech, home economics, physical education or labs.
We have put together this brochure to address common questions and misconceptions about the Dress Code at Westerly Public Schools. We appreciate your support of the dress guidelines that have been established and hope that this brochure is helpful.
A compact is a written document which defines the shared responsibility of the school, parents/guardians and community for helping students reach high academic standards. The school/student/parent/community compact is not a legal document, nor is it a document that requires signing; rather, it is a bond of trust that results from a process which allows parents/guardians, school personnel, students and community to come together to define and agree upon implementation. It is the responsibility of all to create and maintain a school environment that is conducive to learning. Clearly defined roles are essential to carrying out these responsibilities.

I. Families/Parents/Guardians will:

- Communicate daily about school and stress the importance of education to their child;
- Provide encouragement and support aimed at motivating the student toward responsible behavior and participation within the school setting;
- Ensure that children are well-rested, nourished and appropriately dressed for school;
- Assist the child to be in regular attendance and arrive at school on time;
- Assume responsibility for child’s behavior and teach compliance with school guidelines and rules;
- Help with and check homework assignments;
- Communicate regularly with school staff and schedule at least one teacher conference each year;
- Provide and return emergency information to enable immediate contact with family/parent/guardian in case of emergency;
- Be an active participant in career and post-high school educational planning.

II. Students will:

- Come to school regularly, on time and ready to learn with a positive attitude for learning each day;
- Be prepared each day having homework completed and bringing all necessary books and supplies;
- Know and comply with all school guidelines and policies;
- Accept responsibility for their learning and actions;
- Show respect for all people and property;
- Maintain respect for culture and individual self-worth;
- Talk with family/parents/guardians about school.

III. The School will:

- Recognize that all children can learn and hold high expectations for all;
- Welcome the family as a partner in education and encourage volunteerism, attendance at conferences, meetings, committees, etc.;
- Provide a strong curriculum for all and articulate clear academic expectations;
- Provide a learning environment that is conducive to teaching and learning;
- Provide an environment where responsible behavior is an expectation of all;
- Communicate regularly with homes via newsletters, websites, e-mail, phone calls, etc.;
- Inform parents/guardians and students of school attendance issues and academic progress;
- Discuss graduation requirements with high school students and assist with college planning.

IV. The Community will:

- Support family values;
- Partner with places of worship and other organizations to build healthy families;
- Come into the schools to share information and hold discussions on helpful topics;
- Encourage students to explore after-school recreational, educational and career-oriented activities;
- Provide volunteers to the schools when appropriate;
- Build partnerships between businesses and the schools.
Dear Parents/Guardians and Students of Westerly Middle School,

Welcome to the 2017-2018 school year! This handbook is designed to be a daily communication tool for students, teachers, and families to help insure that every student progresses successfully toward excellence. At the same time, we hope it clarifies for parent/guardians and students additional expectations, routines, policies, and disciplinary consequences for certain behavioral decisions. Students should use this agenda book daily; parents/guardians should review it and use it for regular and ongoing communication with teachers. We ask that you review the information in this book with your children. Our team teachers will also review the organization and use of the agenda book during the first few days of school. Please feel free to call your child’s team leader or us if you have any remaining questions.

We do the most important work together. We at WMS thank you for entrusting your children to us. We look forward to working with you, to fully enjoying your children’s unique talents, and to jointly celebrate their experiences of excellence.

Sincerely,

WMS Administration, Faculty and Staff

WMS MISSION STATEMENT

The Westerly Middle School is a community of diverse learners committed to excellence and respectful relationships. The school’s programs are standards-based and designed to meet the unique social, emotional, and intellectual needs of every Westerly Middle School student. Measuring success one child at a time, our school community strives to ensure that all students will become life-long learners and responsible, productive citizens.

GENERAL SCHOOL OPERATIONS

Prompt arrival...

The hours for our school day are 8:00-2:30 p.m. All middle school students will be transported by bus to and from school daily. If personally transporting, parents/guardians are asked to drop students off no earlier than 7:30 a.m. and pick up students at dismissal using the designated parent/guardian drop-off area in a safe orderly manner. All students are expected to report directly to their pod area upon arrival to school. They will be supervised by a staff member until their 8:00 a.m. entry to homeroom. Breakfast will be available in the cafeteria before school.

At 8:05 a.m. an administrator/designee using the P.A. system will begin the day with morning announcements. All instruction may begin at 8:10 a.m. unless homeroom is otherwise extended for some purpose.
Dismissal...

Staff members do their best to supervise students as they board busses after school. However, it is not possible to monitor students entering private vehicles. Please instruct your child not to leave with anyone who is not listed on his/her emergency card.

Attendance...

Parents and guardians are requested to call the school at 401-315-1692 before 8:00 a.m. when a student will be absent from school. Should a call not be received, office staff will attempt to contact parent/guardian to verify absences. In cases where an adult cannot be reached, the attendance officer may be dispatched to the home. An absence is only "excused" by a note from a physician or a school nurse. A student absent from school on a regular school day may not attend or participate in any after school activity that day.

In the event of serious unexcused absences (10 consecutive days or more) parents will be contacted and must provide appropriate medical documentation to prevent referral to Rhode Island Family Court. Chronic tardiness and absenteeism negatively impact any student’s academic performance and require that home and school work together to ensure success.

Family vacations should be scheduled in accordance with school vacations. Please note: Parent/Guardian requests to remove students from scheduled school days to participate in family vacations cannot be excused absences. Missed class time inevitably creates additional stress in both attempting to make-up, as well as keep up with the class as it moves along. Teachers will not be expected to provide make-up work and tutorial help for a family trip taken while school is in session. A copy of the ‘17 -’18 school year calendar is included in this handbook.

Tardy...

The goal is to support all students to manage time appropriately. A student is tardy if he/she arrives to homeroom after 8:00. Tardy students must report directly to the main office to receive an appropriate tardy pass.

Parents/Guardians will be informed of chronic tardiness so that school and home can work together in addressing the situation. Chronic tardiness may result in a parent/guardian conference or office detention. For serious cases of tardiness, referral may be made to the Rhode Island Family Court. **Office detention will be assigned for each unexcused tardy after the fifth tardy to school.**

Truancy...

Truancy is defined as any unauthorized absence from school. Leaving school without permission is considered truancy. Truancy may result in an assignment of ESD or other appropriate disciplinary action and may be referred to the Rhode Island Family Court. Parent/Guardian notification will be made and a conference will be required in all instances of truancy.

Early dismissals...

Parents/Guardians are requested to schedule medical and dental appointments after school hours. In cases where this is not possible, the procedure for early dismissal is as follows:

- The student must present a written early dismissal request to the main office upon entering school that morning.
Parents/guardians must present themselves in the main office prior to the release of the student for sign out and dismissal. Due to concerns for students' safety, students will not be released to anyone other than those persons indicated on emergency cards. The school requests current information on custodial decisions which could impact student release. Identification will be requested before release.

A student returning to school from an early dismissal must report to the main office for re-entry to school.

School closings...

When school is canceled or delayed due to inclement weather or other emergencies, an announcement is made over local radio and television stations. In addition, cancellation information is available by calling 348-2747 or by logging on to the WPS website. Local media includes television stations WLNE-6, WJAR-10, and WPRI-12 and radio stations WVVE-102.3 FM, WHJJ-920 AM, WPRO-105 FM, WBLQ-88.1 FM, WRX-103.7 FM, and WSNE-93.3 FM. The BLACKBOARDS CONNECT system may also be utilized to announce delayed openings and early dismissals.

When school is dismissed early due to inclement weather or other emergencies, an announcement is made through the BLACKBOARDS CONNECT system & over local radio and television stations as early as possible. If early dismissal requires a change of the normal transportation routine, parents or guardians must inform school of the change in advance so the school can assist when an early dismissal arises; without such a plan, the normal dismissal routine to the buses will be followed by school personnel.

Making up work...

Parents/Guardians may call the team or school counselor to request assignments when students are ill for 3 days or more. Such requests will be filled within 24 hours or one school day. It is the student's responsibility to obtain make-up work and due dates upon return to school. For single day absences students/parents can check the team website for assignments.

Care of school and personal property...

All textbooks issued to students need to be appropriately covered at all times. Students who damage or lose property or equipment will be required to pay for the repair or replacement of the item. Every member of the Westerly Middle School community is expected to help maintain the excellent condition of the building. Those who cannot abide by our PBIS school wide expectations of Respect, Responsibility, and Safety, will have to accept appropriate consequences including restitution. Malicious vandalism may be referred to the Juvenile Hearing Board for disposition.

Lockers...

Every Westerly Middle School student must provide a combination lock to secure belongings in a locker. The combination will be recorded by the homeroom teacher on the first day of school. Students will be assigned the use of a specific locker by a homeroom teacher. This will be a year-long assignment, and students may not independently change these assignments. Valuables, electronics and large sums of money should be left at home. Team teachers will establish clear and appropriate routines for student locker use. Periodic locker clean outs are scheduled and supervised by the teams. Students should also bring another combination lock to secure items in PE locker room. A student in the band needs an additional lock for the instrument locker.

Cell Phones...
A student may possess an electronic communication device (ECD) (including but not limited to cellular phones) in school provided that during school hours the device remains turned off. The only exception is when a teacher asks students to use electronic communication devices for instructional purposes. Violations of this practice may result in confiscation of the electronic communication device and disciplinary action may be taken. If the item is confiscated it will be released/returned to the student's parent/guardian after the student complies with any disciplinary action that is imposed. ECDs can be retrieved from the main office of the school during school hours.

STUDENT BEHAVIOR & SAFETY...

Westerly Public Schools is proud to provide an exemplary educational environment and positive school atmosphere in all of its schools. To foster a commitment to high performance standards, Westerly Public Schools recognizes that a student has the right to a public education in an orderly school and a classroom environment conducive to instruction. The students, however, have the responsibility to ensure that their actions do not interfere or disrupt the classroom, school activities or the right of any person to a public education. Expectations for student behavior are based on a shared attitude of mutual respect and common courtesy.

Positive Behavior Interventions & Supports (PBIS) is a district-adopted approach that explicitly teaches, models, re-teaches and recognizes students who meet or exceed our school-wide expectations:

- Be safe.
- Be respectful.
- Be responsible.

It is expected that all members of the WMS community adhere to these core principles in order to maintain a positive and productive school climate for students and staff alike.

Additionally, WMS will continue to implement the Olweus Bullying Prevention Program. This program has a substantial research base and has consistently received national recognition from the United States Department of Education, the Substance Abuse and Mental Health Services Administration, the Center for the Study and Prevention of Violence, and the Office of Juvenile Justice and Delinquency Prevention Program. Aside from our three school-wide PBIS expectations, the four anti-bullying rules serve as an ideal fit for the type of culture we strive to build and sustain at WMS:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know somebody who is being bullied, we will tell an adult at school and an adult at home.

Respectful behavior in school or school sponsored events precludes physical contact between students. Kissing, hugging and other forms of intimate contact are not permitted.

Inappropriate behavior may occur at all levels of education (elementary, middle and high school). This behavior is categorized into various developmentally appropriate consequence levels.

Means of Intervention...
In the event that a school staff member refers a student to an administrator/SIS for disciplinary action, a written report of the incident is provided by the teacher and is recorded.

A student's failure to comply with school rules and regulations may result in the school taking one or more of the following actions:

- **Warning** - Warnings in the form of contracts, verbal or written understandings or agreements and probation may be appropriate for some students.
- **Restricted Status** - A student may be removed from the assigned class or classes for a "time-out" for a specific period of time or until certain conditions have been satisfactorily met. The school shall assist the student by providing instructional assignments or by making other special arrangements. The parent/guardian should be notified if this corrective measure is ineffective.
- **Counseling** - Counseling with a student by an administrator or other school staff member may be useful in bringing about a desired change of behavior.
- **Conference** - Parent/guardian conferences are held in an effort to clarify student behavior and to seek help and cooperation from the parent/guardian.
- **Mediation** - This procedure is available in many schools to provide intervention and peaceful settlement of problems. Some schools also have students as mediators program.
- **School-Community Service Projects** - Projects in and out of school may be assigned in lieu of other disciplinary action.
- **Teacher/Team/Office Detention** - Detention is held for a specified amount of time either before a student's first scheduled class or following the last scheduled class. Parent/guardian(s) will be given 24 hours notice and may be responsible for providing transportation.
- **Non-participation in School-Sponsored Activities** - Restriction will be set for a fixed period of time or until certain specified requirements have been met. This corrective measure applies to all school sponsored activities.
- **Extended School Day** - ESD is designed to maintain educational services and to provide an additional response to inappropriate behavior prior to out of school suspension.
- **Saturday School** (Westerly Middle School) - Saturday School (8:00 a.m.-12:00 p.m.) may be assigned by administration/SIS as needed to support students' success. This intervention may be used as an alternative to out of school suspensions.
- **ISS** - In school support.
- **Out of School Suspension** - OSS may be given to any student who engages in behavior which disrupts the normal operation of any activity occurring on property under the control and/or direction of the Westerly Public Schools.
- **Westerly Municipal Juvenile Hearing Board** - JHB will hear civil or criminal matters which occur in or on property under the control and/or direction of the Westerly Public Schools.
- **Expulsion** - Expulsion is used in extreme situations to be determined by the Superintendent of Schools.

The following infractions may result in office detention or other school determined actions as decided by the building administrator/SIS:

- Habitually late to class
- Late to school without an approved excuse
- Sent out of class for discipline
- Inappropriate behavior during passing time
- Walking out of class
● Disrespect
● Failure to report to teacher detention
● Inappropriate physical contact including but not limited to pushing, poking, tripping and/or kicking.
● Any infraction deemed inappropriate by the administration, such as the dress guidelines and bus misconduct
● A student may possess an electronic communication device (ECD) (including but not limited to cellular phones) in school provided that during school hours the device remains turned off. The only exception to this policy is when a teacher asks students to use electronic communication devices for instructional purposes. Violations of this policy will result in confiscation of the cellular telephone or electronic communication device and disciplinary action. If the item is confiscated it will be released/returned to the student's parent/guardian after the student complies with any disciplinary action that is imposed. ECDs can be retrieved from the main office of the school during school hours. (District Policy 7500 [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us)).
● Violation of the Responsible Use and Internet Safety Policy 2300 (See district website [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us))
● Misleading or dishonest behavior
● Loitering on school property

**Teacher/Team/Office detention…**

A classroom teacher assigns classroom detention when classroom expectations (academic and/or behavioral) have not been met. Students will be given written notification 24 hours prior to the detention being served. Teams are empowered to develop and implement their own detention procedures. When a student fails to honor his or her detention responsibilities the following occurs:

● Teacher detention is re-assigned, administration is notified, and additional detention is assigned by administration.
● If a student does not meet re-assigned detention obligations, [Extended School Day](#) will be assigned & parents/guardians will be notified by an administrator. ESD is served in addition to original detention.

Office detention is assigned by an administrator/SIS for failure to follow school rules.

● Office detention is scheduled Monday through Wednesday.
● Office detention will be held from 2:30 until 3:30.
● Student will be given written notification when office detention/ESD is assigned.
● A copy of the detention/ESD slip will be sent home to parent/guardian.

When a student fails to honor his or her office detention responsibilities the following occurs:

● First offense – Additional Detention, 2:30-3:30 p.m. Lunch detention/s may also be assigned.
● Second offense –Additional ESD assigned
● Third offense- Parent/Guardian conference, additional ESD and/or suspension

**Extended School Day…**

Extended School Day is designed to provide an additional response to inappropriate behavior. The Extended School Day is scheduled Monday through Wednesday, 2:30-4:30 p.m. Parents/Guardians will receive written notification of the ESD assignment in order to provide appropriate transportation home at the conclusion. A parent/guardian conference may be required when these events occur. The school administration determines which offenses warrant an ESD assignment. These determinations will be based on the seriousness of the offense, the circumstances involved, and/or the frequency of infractions.
• Infractions which may warrant ESD include:
• Habitual disciplinary problems in class
• Smoking, first offense
• Possession of tobacco products and/or related items
• Excessive tardiness to class/school
• Truancy
• Leaving school without permission
• Cutting class
• Inappropriate language
• Failure to report to office detention
• Failure to report to office when directed
• More than one person in the lavatory stall
• Littering, spitting
• Gambling
• Violation of the Internet Acceptable Use Policy 2300 (See district website)
• Misleading or dishonest behavior
• Bullying
• Any infraction deemed inappropriate by administration

ESD Guidelines...

A student will be given written notification for parents/guardians. On the day of ESD, the student reports to the designated area after school with all books and materials. Once the student enters ESD, the following standards apply:

1. All school rules remain in effect.
2. Students are expected to quietly work on classroom and ESD assignments as directed.
3. Students should bring reading material to be used upon completion of assigned work.
4. Students may not use their lockers during ESD.
5. Any student who does not adhere to these standards will face the following consequences:
   • Parent/Guardian notification and an additional detention assignment.
   • A second offense will result in a parent/guardian conference, reassignment of the original ESD, and further consequences to be determined, which may include additional ESD or out of school suspension.
6. Repeated infractions may result in out of school suspension.

Out of School Suspensions...

The following infractions may result in Out of School Suspension:

• Assault
• Fighting
• Bullying
• Blatant disrespect toward authority
• Use of, possession of or selling alcohol, drugs or drug paraphernalia
• Possession of any weapon
• Theft/stealing
• Vandalism
- Arson
- Verbal/physical/sexual harassment
- Smoking, second offense and subsequent offenses
- Possession of tobacco products and/or related items
- Threatening behavior: physical or verbal
- Any violation of the Westerly Violence Prevention Policy 2032 (see district website)
- Electronic threat or harassment
- Gambling
- Violation of the Internet Acceptable Use Policy 2300 (see district website)
- Hazing
- Any violation of the law
- Repeated violation of school policies
- Any infraction deemed inappropriate by administration

The following infractions may result in a referral to the Town of Westerly Juvenile Hearing Board, Truancy Court and/or the Westerly Police Department:

- School Vandalism
- Fighting
- Selling, using or possessing alcohol or other drugs
- Possessing any weapon
- Truancy
- Any violation of the law
- Any violation of the Westerly Violence Prevention Policy 2032 (see district website)
- Electronic threat or harassment
- Violation of the Internet Acceptable Use Policy 2300 (see district website)
- Bullying
- Threatening behavior: physical or verbal

**Gang Activity…**

Individuals or gangs who engage in, advocate or promote activities which intimidate or otherwise threaten the safety or well-being of persons on school premises (or in reasonable proximity thereto) or at any school-sponsored activity are harmful to the educational process. Gang activity will not be allowed on school property and/or at activities controlled by the school department. Incidents involving intimidation or related behavior of such individuals or groups are prohibited; all criminal infractions will be referred to the Westerly Police Department for potential prosecution.

**Student Dress…**

The tone and the atmosphere of a school are affected by the overall appearance of the students. Since choice of clothing directly affects the school environment and students’ attitudes, careful consideration of wardrobe is important. This policy is an effort to promote school unity and pride, to ensure the health, welfare and safety of the members of the student body and enhance a positive image of students and the schools.

*Students are asked to consider cleanliness, good taste and appropriateness in the selection of clothing to be worn in school. However true it is that one’s appearance is a personal choice, it is nevertheless the responsibility of the teachers and the school administration to maintain a reasonable standard of conduct and appearance. A decorum of modesty and appropriateness necessary for the educational environment is required; this determination will be made by the school administration.*
1. Students should practice good grooming at all times.
2. Appropriate & safe footwear must be worn at all times. “Wheelie” shoes and slippers are banned.
3. Outerwear (coats, hats, bandanas, headbands, sunglasses, etc.) is restricted to lockers/coat areas and is not to be worn during the school day.
4. Any items of apparel or decoration thereon that cause a distraction/disruption in the classroom or school building are prohibited. Short shorts or skirts, jogging shorts, muscle shirts, see through or mesh tops/tank tops, spaghetti strap tops, low cut shirts/tops, hoods and sunglasses are also prohibited. Skirts and shorts must be longer than the tip of the fingers when arms are at the side.
5. Any clothing or items that imply an obscene, drug/alcohol-related message or a violent message are prohibited. Students wearing such apparel will not be allowed to attend classes until such time as the clothing in question is changed and/or a parent/guardian is notified.
6. Any attire, accessory or body piercing that is of a health or safety concern, exposes undergarments and/or any part of torso is prohibited.
7. Undergarments, pajamas, bathing suits, etc., are not acceptable school attire.
8. Specific attire and/or grooming methods may be required in special areas such as industrial tech, home economics, physical education or labs.

Violation procedure is defined as follows:

**First Infraction** – The student will be reminded of the dress code policy by a school administrator or his/her designee and the parent/guardian will be notified. Student may be directed to change or cover clothing or parent/guardian may be asked to bring clothing to school.

**Second Infraction** – The student will be reminded of the dress code policy by a school administrator or his/her designee and the parent/guardian will be notified in writing. A copy of the dress code policy will be given to the parent/guardian. Student may be directed to change or cover clothing or parent/guardian may be asked to bring clothes to school. A conference with the parent/guardian may be required. A student may be excluded from school related activities if he/she continues to violate the dress code policy. Disciplinary action for students with IEPs or 504 plans must follow the Federal regulations. Any questions should be forwarded to the Director of Pupil Personnel Services.

- Please review Westerly Public Schools Dress Code Guide located in front of this handbook.

Emergency evacuations...

Teachers will review and post emergency evacuation procedures in all classes. Students are required to respond to every evacuation as an emergency.
- Students should move swiftly, quietly, and in an orderly fashion during an evacuation.
- Students should be familiar with the evacuation route from each room on their schedule.
- Students will assemble at designated locations for attendance once outside.
- Students should be ready to respond appropriately if an exit is obstructed.

Lock-down procedures...

WMS will conduct state mandated lock-down drills. Students should carefully follow the directions of the adults and classroom teachers during these special drills.

Locker Searches...
Students are assigned lockers for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk or other storage area will be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker will be conducted according to policy governing personal searches.

All lockers may be searched at any time without prior notice. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, handbag, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to policy governing personal searches.

**Cafeteria...**

All students are expected to demonstrate appropriate behavior in the cafeteria. Cafeteria expectations are based on concerns for health, safety and the need to maintain an orderly environment. Students may be assigned to specific seats. Expectations and routines will be stated and explained by the administration and cafeteria support personnel. These expectations include but are not limited to:

- learning and keeping confidential their assigned I. D. number;
- acceptable table manners;
- remaining seated during lunch;
- speaking in a reasonable tone of voice;
- asking permission before leaving the cafeteria and before leaving seat;
- removing and discarding your own trash;
- eating/drinking is confined to the cafeteria;
- respectfully following adult directions;
- students who are directed or have permission to eat lunch in the classroom must present a written pass to the cafeteria monitor at the beginning of the lunch period.

**Bus transportation and safety...**

School Bus Transportation is a privilege provided by the Westerly Public Schools. Because conduct on buses is directly related to the driver's control of the vehicle and to the safety of all students, the school department considers bus misconduct to be a serious offense and subject to disciplinary action. Bus drivers have the authority to enforce all bus rules and regulations. Student deportment may be monitored electronically.

Students must assume responsibility for their actions and behavior. They also have the responsibility to learn and follow the rules and regulations of bus and bus stop behavior. Parents/Guardians must also assume responsibility for the behavior of their children riding the bus as well as knowing the bus and bus stop rules and regulations.

Parents/Guardians are responsible for their child's behavior and safety to, from, and at the bus stop. Parents/Guardians at the elementary and middle school levels must give written permission twenty four hours in advance for their child to use a different mode of transportation when a bus student is not going home on the assigned bus. Any temporary or permanent requests for bussing changes must originate at the Central Registration
Office, 93 Tower Street, Westerly, RI 02891. If your child is taking another bus, he or she must bring in a note signed by the parent/guardian. This request must be approved by WMS and WPS Transportation Department.

When school administrators/ SIS receive written notification of student misbehavior, parents/guardians will be contacted and appropriate action will be taken. If permission to ride the bus is revoked, the parent/guardian must provide transportation to and from school until such time when bus privileges are reinstated. Please refer to Westerly Public Schools Bus Transportation Policy between Home and School No. 8100.

**Bus and Bus Stop Rules and Regulations**

Students are expected to observe the following rules and regulations for safety and courtesy on the bus and at the bus stop. Due to the community nature of the bus stop, problems of a criminal nature will be referred to the Westerly Police Department for resolution.

**At the Bus Stop:**
- Arrive at your assigned stop five minutes before bus pickup (students are not allowed to ride any school bus other than the one assigned to their address)
- Stand on the sidewalk
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait in a quiet and orderly manner

**When Bus Arrives:**
- Allow the bus to come to a complete stop
- Cross in front of the bus
- Stay at least 10 feet away from the bus on all sides
- Board bus in a quiet orderly manner

**On the Bus:**
- Remain seated at all times and the driver has the right to assign seats
- Cooperate with the driver and practice orderly conduct
- The driver has the responsibility of controlling windows
- No profanity, excessive noise (use reasonable tone of voice) or obscene behavior
- No use or possession of tobacco, illegal drugs or alcohol
- No eating, drinking or gum chewing
- No vandalism (students are responsible for any damage to the bus that they cause)
- No body parts or personal belongings outside the bus
- No animals are permitted
- No unsafe objects or weapons
- No throwing items from the bus or on the bus including litter on the floor
- All school rules pertaining to behavior apply on the bus
- Large items that cannot be stored safely will not be allowed on the bus
- Decorations hanging from backpacks that could be a safety hazard are prohibited

**Exiting the Bus:**
- Remain seated until the bus comes to a complete stop
● Leave in an orderly manner
● Leave only at your assigned bus stop
● Stay at least 10 feet away from the bus on all sides
● Cross in front of the bus

**Bus loops are for buses only. Please be aware of areas designed for buses.**

**Late buses…**

A late bus will be available on Mondays through Wednesdays throughout the school year for the students who remain after school for an approved and supervised purpose. Students will only be permitted to ride the bus with a late bus pass signed by a supervising staff member. Parents/Guardians are reminded that late bus ride is usually longer than the student's regular bus and the drop off point may also be different. **A loss of late bus privileges is automatic with the loss of regular bus privileges.**

**WMS Academic Teams…**

Teaming is a middle level organizational, educational practice that allows a core group of teachers to get to know and provide instruction to a common group of students. Each team may have four-five academic teachers who provide instruction in English/Language Arts, Math, Science, Social Studies, and Special Education. Each team is basically a small version of the entire school population; they are schools within schools. Every team has a heterogeneous mix of students. The teaming approach also provides team planning time for teachers to organize instruction, communicate/meet with administration/parents/guardians, and effectively perform all other professional duties necessary in an exemplary middle school environment.

**Academic assessments…**

Letter grades of A, B, C, D, and F are used. Plus (+) and minus (-) designations may be given. Teachers also record effort and select appropriate comments for each area of instruction. This report card was designed to supply parents with essential information in a clear and concise format. Attendance and tardy information is also included on report cards. You will be notified of exact report card distribution dates in September. You may refer to the district calendar for end of grading period dates. The numeral equivalents for the letter grades are as follows:

- A+ = 97-100
- A = 93-96
- A- = 90-92
- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- D = 65-69 (no plus or minus)
- F = 50-64 failure
- I = Incomplete
- M = Medical excuse

Allied Arts classes rotate either quarterly, by trimester or by semester.

“F” for Incomplete is used only in rare situations of illness or other serious reasons that impede a student from fulfilling school expectations by the end of the marking period. When a grade of incomplete is given, the student has the responsibility for making arrangements with the teacher who assigned the incomplete to fulfill all the requirements for a grade. When a student completes the work, the appropriate letter grade will be assigned by the next marking period. If a student fails to complete the requirements, the incomplete may be changed to an F at the next marking period.

Report cards are issued quarterly in an envelope that a parent/guardian is required to sign. Students then return the envelope to the homeroom teacher. The report card can be kept and need not be returned. WMS Honor Roll distinction is for students who achieve A’s and B’s.
National Junior Honor Society...

Westerly Middle School is a member of the National Junior Honor Society. Rising 8th graders who are interested in consideration should contact the school counselor's office or Mr. Hall as early as possible in the fall. For more information and requirements, check the NJHS website.

Physical Education requirements...

All students are scheduled for PE/health classes. Students in grades 6, 7 & 8 are required to bring a complete change of clothing for their PE class including shorts, T-shirt, socks and sneakers. No exchanging or borrowing of PE clothing is permitted and all clothing should be cleaned weekly. Students in grade 5 are required to wear sneakers. Students should bring a combination lock to secure items.

Whenever a student misses a class(es), the student has the responsibility of checking with his/her teacher to schedule a make-up class/classes after school. If exceptions are warranted due to long term medical excuses (2 or more weeks) the make-up requirement may be waived or extended.

Students, who fail to participate in or dress for physical education classes or make-up missed classes, when required, may be assigned to teacher detention. Quarterly PE grades are based largely on participation. Missed classes adversely affect a student's grade.

Evening events...

Attendance at special events is a privilege earned by good behavior. Refer to School Committee Policy for Middle School Events and Activities, adopted 2005. Except for school dances, students attending evening events must be accompanied by a supervising adult.

Home/School communication...

WMS recognizes how crucial school/home communication is to a child's success in school and works diligently to keep parents informed of a student's academic and behavioral status. Student agenda books, written communication from teams/teachers, telephone calls, voice mail, conferences, open house events, newsletters, the WMS web site and automated phone message system, BLACKBOARD CONNECT, are all used to share information. Check the monthly newsletter/calender for WMS PTO and School Improvement Team (SIT) monthly meeting dates and times.

For academic information, progress reports are issued to all students. Progress reports from teams will be issued at the midpoint of each quarterly marking period. This allows parents/guardians to be aware of any concerns prior to issuance of report cards. The progress report reminds students to check with their teachers, seek support, pay attention to assignments, increase study time, and do whatever is needed to work toward a positive resolution in the problem area.

Please refer to the Westerly Public Schools (www.westerly.k12.ri.us) website for the following policies which are not all inclusive of the Westerly Public Schools policies.
· Student Attendance Policy No. 2030
· Violence Prevention Policy No. 2032
· Physical Threat Policy No. 2033
· Internet Acceptable Use Policy No. 2300
· Social Networking and Texting Messaging No. 2321
· Residency Policy No. 2510
· Student Nutrition and Physical Activity No. 5010
· Administering Medication to Children No. 5020
· Substance Abuse No. 5040
· Prevention of Harassment, Intimidation, Bullying, Teen Dating Violence and Sexual Violence No. 7300
· Electronic Communication Devices No. 7500
· Bus Transportation Between Home and School No. 8100
· Bring Your Own Device Policy 2302

**Rhode Island and United States Department of Education Laws**

· Compulsory Attendance – RI General Law Chapter 16-19-1
· RI State Health Education General Law – 16-22-4
· Education of Students with Disabilities /Section 504 of the Rehabilitation Act of 1973
  - Public Law 93-112
## Westerly Middle School

### School-wide Positive Behavior Expectations

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<tr>
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<th><strong>Be Respectful</strong></th>
<th><strong>Be Responsible</strong></th>
<th><strong>Be Safe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom</strong></td>
<td>• Work quietly</td>
<td>• Arrive on time</td>
<td>• Keep hands &amp; feet (body) to yourself</td>
</tr>
<tr>
<td></td>
<td>• Raise your hand</td>
<td>• Be prepared</td>
<td>• Pay attention</td>
</tr>
<tr>
<td></td>
<td>• Use expected language, tone of voice &amp; manners</td>
<td>• Follow adult directions</td>
<td>• Keep your books &amp; materials stored properly</td>
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<tr>
<td></td>
<td>• Listen when adults/peers speak</td>
<td>• Complete your work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Be kind</td>
<td>• Put materials away and store properly</td>
<td></td>
</tr>
<tr>
<td><strong>Pods</strong></td>
<td>• Use quiet voices</td>
<td>• Go straight to destination</td>
<td>• Keep hand &amp; feet (body) to yourself</td>
</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>• Keep personal space</td>
<td>• If you drop something, pick it up</td>
<td>• Keep to the right</td>
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<tr>
<td><strong>Hallway/Stairs</strong></td>
<td>• Use appropriate language</td>
<td>• Offer help to others if needed</td>
<td>• Take stairs one at a time</td>
</tr>
<tr>
<td><strong>Lockers</strong></td>
<td>• Be kind and use positive words</td>
<td>• Clean up after yourself</td>
<td>• Walk in control</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>• Use appropriate voice level &amp; manners</td>
<td>• Recycle and put trash where it belongs</td>
<td></td>
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<td></td>
<td>• Stay at same table for lunch period</td>
<td>• Remain at table until dismissed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• One student per seat</td>
<td>• Walk in control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Be kind to peers &amp; adults</td>
<td>• Keep hands &amp; feet (body) to yourself</td>
<td></td>
</tr>
<tr>
<td><strong>Assemblies</strong></td>
<td>• Follow directions</td>
<td>• Enter/Exit quietly and orderly</td>
<td>• Ask permission to leave and sign out</td>
</tr>
<tr>
<td><strong>After-School</strong></td>
<td>• Use expected language, tone of voice and manners</td>
<td>• Clean up after yourself</td>
<td>• Stay with assigned adult</td>
</tr>
<tr>
<td></td>
<td>• Be kind and use positive words</td>
<td>• Recycle &amp; put trash where it belongs</td>
<td>• Ask permission before leaving</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td></td>
<td>• Offer help to others</td>
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<tr>
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<tr>
<td><strong>Field Trips</strong></td>
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<tr>
<td><strong>Bus/Bus Stop</strong></td>
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</table>

**BE KIND OR BE NOTHING, MEAN IS NOT AN OPTION!**
INTRODUCTION
This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

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1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

a. Causes physical or emotional harm to the student or damage to the student's property;

b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;

c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;

d. Infringes on the rights of the student to participate in school activities; or

e. Materially and substantially disrupts the education process or the orderly operation of a school.

f. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

g. Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).
CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

a. The creation of a web page or blog in which the creator assumes the identity of another person;
b. The knowing impersonation of another person as the author of posted content or messages; or
c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

a. on school premises,
b. at any school-sponsored activity or event whether or not it is held on school premises,
c. on a school-transportation vehicle,
d. at an official school bus stop,
e. using property or equipment provided by the school, or
f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE
Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors.

Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY
The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.
The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

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

4. INFORMATION DISSEMINATION
The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

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

5. REPORTING
The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

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

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who believe they have been bullied are strongly encouraged to report the incident immediately. Any retaliation will be treated as a separate incident. Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place
must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

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

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

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

6. INVESTIGATION/RESPONSE
The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

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

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:
- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff. Once the intervention is in place, the expectation is for the resumption of the normal routine.
- c. The parents/guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.
7. DISCIPLINARY ACTION
The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber bullying or retaliation shall include, but not be limited to:

- Admonitions and warnings
- Parental/Guardian notification and meetings
- Detention
- In-school suspension
- Loss of school-provided transportation or loss of student parking pass
- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- Police contact
- School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of the Policy.

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

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

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

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

Adopted: June 20, 2012
Bully Reporting Middle School

Your name (optional but helpful):

*I am a:

*Describe what happened:
Include information on the bully, victim, any witnesses/bystanders; the more detail you provide the better.

*Alleged Bully:

*Alleged Victim:

Witnesses/bystanders:

Select the statement(s) that you believe best describe what happened. (Choose all that apply):

- Involves physical aggression

Electronic Communications used to bully. (Select all that apply):

- Texting

Harassment (Select all that apply):

- race

Location(s) (Select all that apply):

- Bus stop
# Office Disciplinary Action in Response to Bullying

*parents/guardians always notified*

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1\textsuperscript{st} incident… (may result in)</th>
<th>2\textsuperscript{nd} incident… (may result in)</th>
<th>3\textsuperscript{rd} incident… (may result in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Carrying hurtful messages</td>
<td>Recorded warning</td>
<td>Counseling</td>
<td>Child sent home</td>
</tr>
<tr>
<td>• Failure to report bullying</td>
<td>Review district policy/rubric with administrator</td>
<td>Loss of special activities</td>
<td>Counseling</td>
</tr>
<tr>
<td>• Spreading gossip</td>
<td>Counseling</td>
<td>ESD</td>
<td>Loss of special activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child sent home</td>
<td></td>
</tr>
<tr>
<td>• False reporting of bullying incidents</td>
<td>Review district policy/rubric with administrator</td>
<td>Child sent home</td>
<td>Child sent home</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child sent home</td>
<td>Counseling</td>
</tr>
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<td></td>
<td></td>
<td>Counseling</td>
<td>ESD</td>
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<td>ESD</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Loss of special activities</td>
</tr>
<tr>
<td>• Retaliation</td>
<td>Child sent home</td>
<td>Child sent home</td>
<td>Child sent home</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESD</td>
<td>Suspension</td>
</tr>
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<td></td>
<td></td>
<td>Counseling</td>
<td>Loss of special activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Counseling</td>
</tr>
</tbody>
</table>
# Office Disciplinary Action in Response to Bullying

*parents/guardians always notified*

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st incident…</th>
<th>2nd incident…</th>
<th>3rd incident…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(may result in)</td>
<td>(may result in)</td>
<td>(may result in)</td>
</tr>
<tr>
<td>• Taunting</td>
<td>Review district policy/rubric with administrator</td>
<td>ESD</td>
<td>Suspension</td>
</tr>
<tr>
<td>• Name Calling</td>
<td>Recorded warning</td>
<td>Counseling</td>
<td>Counseling</td>
</tr>
<tr>
<td>• Ridiculing</td>
<td>SRO notification</td>
<td>SRO notification</td>
<td>Loss of special activities</td>
</tr>
<tr>
<td>• Hitting</td>
<td>Child sent home</td>
<td>Child sent home</td>
<td>Child sent home</td>
</tr>
<tr>
<td>• Punching</td>
<td>Suspension or ESD</td>
<td>Suspension</td>
<td>Multiple suspensions, loss of special activities</td>
</tr>
<tr>
<td>• Kicking</td>
<td>Counseling</td>
<td>Loss of special activities</td>
<td>Counseling</td>
</tr>
<tr>
<td>• Pushing</td>
<td>SRO Notification</td>
<td>Counseling</td>
<td>SRO notification</td>
</tr>
<tr>
<td>• Intimidating</td>
<td>Child held in office</td>
<td>Child sent home</td>
<td>Child sent home</td>
</tr>
<tr>
<td>• Threatening</td>
<td>Review district policy and rubric with administrator</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>• Humiliating</td>
<td>Suspension or ESD</td>
<td>Loss of special activities</td>
<td>Loss of special activities, counseling</td>
</tr>
<tr>
<td></td>
<td>Counseling</td>
<td>Counseling</td>
<td>SRO notification</td>
</tr>
</tbody>
</table>
Policies

Westerly Public Schools
Meal Charge Policy

No. 2800
Page 1 of 2

Lunch Credit Limits

In order to provide students and parents in the Westerly School District with the best possible service and accountability surrounding school lunch, the following procedures regarding student lunch account balances will be implemented.

1. Both the Westerly School District and the Food Service Vendor are committed to providing meals to students who choose to participate in the program, however, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program.

2. The Westerly School District and the Food Service Vendor encourage parents to pre-pay meals for their children thereby eliminating situations that could develop during lunchtime over money owed. Pre-payments for lunch and breakfast can be made via check or through the MySchoolbucks.com website. Cash payments will continue to be accepted at each school, however, payments made through MySchoolbucks.com or via check are preferred for better accountability.

3. Student wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch with repayment within two (2) school days.

4. Once a student has charged a total of ten dollars ($10) and no payment has been received, that student will receive a lunch consisting of a cheese sandwich, fruit, and milk in place of a hot lunch. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student’s account.

5. Students may charge their accounts only for a reimbursable meal or milk – students will not be permitted to charge a la carte items.

6. A weekly list of negative account balance of more than ten dollars (-$10) will be forwarded to each principal by the Food Service Vendor for notification to the families. Families will have ten (10) days upon receiving notification to pay or make arrangements to pay outstanding student balances. Student accounts with balances higher than negative twenty dollars (-$20) for which payment arrangements have not been will no longer be able to charge meals until which time payment arrangements are made and/or account is paid in full. to the Westerly School District.

7. Parents are strongly encouraged to submit free/reduced hot lunch application forms yearly as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through the individual schools as well on the district’s website: www.westerly.k12.ri.us. Free/reduced applications will also become a part of all paperwork provided to families of students transferring into the Westerly School District. While the Food Service Vendor strongly
encourages families to apply for free/reduced meal benefits, the final application responsibility lies with the parents.

8. In extreme hardship situations the building administrator may authorize a one-time exception to the charge policy by providing the student with a note/authorized form to be presented to the cashier at lunch.

9. Parents are strongly encouraged to monitor their students’ breakfast/lunch account activity through the Myschoolbucks.com online system. This system can be used to confirm payments have been received, make payments, and monitor account activity. Myschoolbucks.com also has the ability to automatically send out balance letters to parents as their students draw down from their accounts. To register, parents can go directly to the www.myschoolbucks.com website.

10. At the end of the school year, the uncollected meal charges must be paid to the Food Service fund from some other funding source. Funds will be designated during the budget processes for these anticipated costs.

11. Parents are expected to pay the final bill at the end of the school year. No amounts will be carried over.

Adopted: December 3, 2014
Westerly Public Schools
2018-2019 School Calendar

End of Grading Period

1st 11/8/18
2nd 1/29/19
3rd 4/8/19
4th 6/19/19

No School for Students
Early Release Day*
½ Student Day**
½ Student & Staff Day**

August
0 days

September
18 days

Cumulative Days 0
28 NTO-New Teacher Orientation
29 Professional Development (WTA/Paras)

Cumulative Days 18
3 Labor Day
4 Students’ First Day
7 Kindergarten Students’ First Day
10 Preschool Students’ First Day
12 Primary Day-No School for Students
Professional Development (WTA)

October
22 days

November
16.5 days

December
15 days

Cumulative Days 40
Cumulative Days 56.5
Cumulative Days 71.5

6 Election Day
12 Veterans’ Day observed
13 Parent Conferences
21 ½ Student/Staff Day
22-23 Thanksgiving Recess

January
21 days

February
18 days

March
20 days

Cumulative Days 92.5
Cumulative Days 110.5
Cumulative Days 130.5

7 Early Release Day-No AM PreK/
AM PreK attends regular time
15-18 Presidents’ Day Break

April
17 days

May
21.5 days

June
11 days

Cumulative Days 147.5
Cumulative Days 169
Cumulative Days 180

1 New Year’s Day
3 Early Release Day-No PM PreK/
AM PreK attends regular time
21 Martin Luther King Day

4 Early Release Day-No PM PreK/
AM PreK attends regular time
15-19 Spring Recess
19 Good Friday

8 Columbus Day

4 ½ Senior Project Day (WTA)
19-28 Make-up Days

* Early Release Day-PreK see monthly schedule; High School at 12:35 PM; Middle School at 1:15 PM; Elementary at 2 PM
** ½ Student Day-PreK dismissed at 10:15 AM; High School at 10:35 AM; Middle School at 11:15 AM; Elementary at 12 PM

Approved by School Committee 2/28/18; Updated 8/8/18
Dear Parent:

In accordance with ESSA, Section 1112(e)(1)(A) PARENTS RIGHT-TO-KNOW, this letter serves as notification from the Westerly Public School (WPS) District to every parent of a student attending a WPS school receiving federal Title funding that parents of students in said schools have the right and may request, and the agency will provide the parents upon request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

It is the LEA’s duty to notify you if at any time your child has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you have any questions please feel free to contact the Assistant Superintendent’s office at (401) 315.1517.

Sincerely,

Alicia J. Storey
Assistant Superintendent
Westerly Public Schools

Servicios de Traduccion estan disponibles contactando la oficina de ESL al 401.348.2311.

翻译服务可以通过联系ESL办公室401-348-2311.