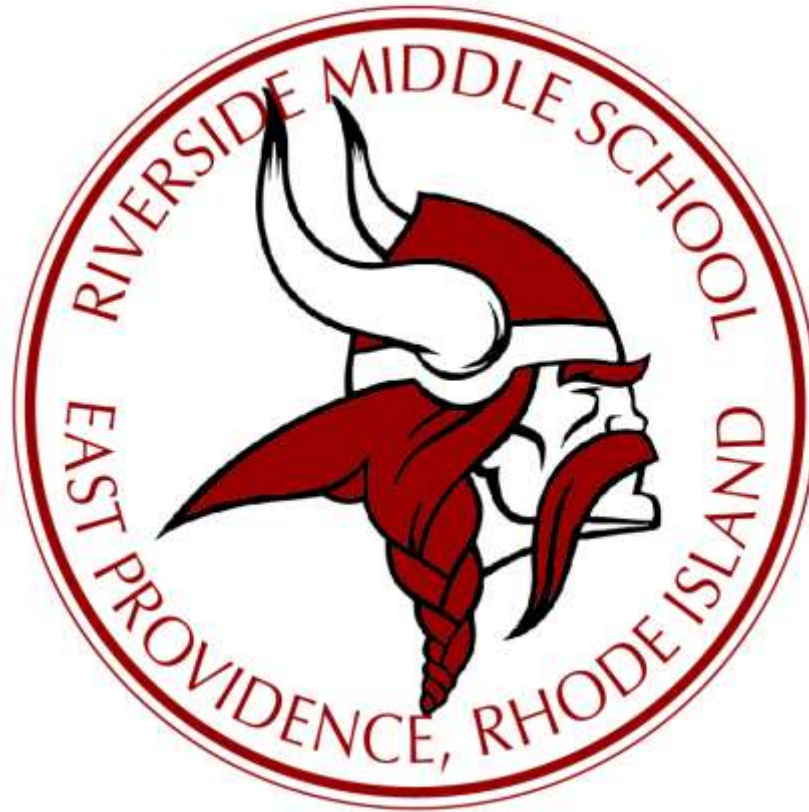


**Riverside Middle School
Student Handbook
2018-2019**



**179 Forbes St.
East Providence, RI 02915
(401)433-6230**

**Robert S. Perry
Principal**

**Glen Salgueiro
Assistant to the Principal**

**Brian Petsch
Dean of Students**

Phone & Email Directory

Main Office: (401) 433-6230

Individual faculty & staff email addresses are the teacher's first initial followed by last name @epschoolsri.com (e.g. jtownie@epschoolsri.com). See the Riverside Middle School website for a directory of teacher email addresses.

Position	Name	Phone Ext.	Email Address
Principal	Robert Perry	Ext. 100	rperry@epschoolsri.com
Assistant Principal	Glen Salgueiro	Ext. 100	gsalgueiro@epschoolsri.com
Dean of Students	Brian Petsch	Ext. 100	bpetsch@epschoolsri.com
Main Office Secretary	Gail Costa	Ext. 100	gcosta@epschoolsri.com
Main Office Secretary	Michelle Pearson	Ext. 100	mpearson@epschoolsri.com
School Nurse	Noreen McVay	Ext. 107	nmcvay@epschoolsri.com
Guidance Department Coordinator	Kerrie Calabro-Pepin	Ext. 105	kcalabro@epschoolsri.com
Guidance Counselor	Elizabeth Pacheco	Ext. 106	epacheco@epschoolsri.com
Guidance Counselor	Dara Pond		dpond@epschoolsri.com
Guidance Secretary	Rosemary Giacomini	Ext. 104	rgiacomini@epschoolsri.com
ELA Department Coordinator	Michaela Merola		mmerola@epschoolsri.com
Social Studies Department Coordinator	Leila McCarthy		lmccarthy@epschoolsri.com
Mathematics Department Coordinator	Katie Kenahan		kkenahan@epschoolsri.com
Science Department Coordinator	Linda Tarantelli		ltarantelli@epschoolsri.com
Special Education Department Coordinator	Donna Rapoza		dmapoza@epschoolsri.com
Librarian	Christina Ash		cash@epschoolsri.com
Library Secretary	Christine Alves		calves@epschoolsri.com
School Psychologist	Pamela Jensen		pjensen@epschoolsri.com
School Social Worker	Madrone Phoenix		mphenix@epschoolsri.com
School Resource Officer	Officer Tammy David	Ext 100	tdavid@epschoolsri.com

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:50 – 8:05 (15 min)	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:05 – 8:55 (50 min)	1	2	3	4	5	6	7
8:55 – 9:45 (50 min)	2	3	4	5	6	7	1
9:45 – 10:35 (50 min)	3	4	5	6	7	1	2
10:35 – 11:25 (50 min)	4	5	6	7	1	2	3
11:25 – 11:50 11:50 – 12:15 12:15 – 12:40 (75 min)	5 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th	6 1 st Lunch: 8th 2 nd Lunch: 7th 3 rd Lunch: 6th	7 1 st Lunch: 8th 2 nd Lunch: 7th 3 rd Lunch: 6th	1 1 st Lunch: 7th 2 nd Lunch: 6th 3 rd Lunch: 8th	2 1 st Lunch: 7th 2 nd Lunch: 6th 3 rd Lunch: 8th	3 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th	4 1 st Lunch: 6th 2 nd Lunch: 8th 3 rd Lunch: 7th
12:40 – 1:25 (50 min)	6	7	1	2	3	4	5
1:25 – 2:10 (45 min)	7	1	2	3	4	5	6
2:10 - 2:15 (5 minutes)	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom

General Information

School Hours are 7:55am-2:15pm. The doors to RMS open at 7:50am (7:45am for students participating in the Breakfast program). Attendance for the day will be submitted at 8:00am. Any student who arrives after 8:00am must sign in at the Main Office entrance. Students are dismissed at 2:15 pm. Office hours during the school year are from 7:45am to 3:00pm.

Notification Of School Closing, Delayed Opening or Early Dismissal. In the event of school closing due to inclement weather, a phone call will be made to the primary phone number of all East Providence School Department students. Please be sure to keep contact information up to date in the Skyward student information system. Information about school closings are also available in the following media outlets:

- Radio Stations: WPRO, WWLI, WLKW, WHJJ
- TV Stations and media websites: WJAR 10, WPRI 12, ABC6
- Rhode Island Broadcasters Association website (<http://www.ribroadcasters.com>)

The Superintendent of Schools has the option to delay the opening of school for one hour. In such an event, students should arrive to Riverside Middle School at 8:50 am.

Communication Between School and Home. Communication is an important factor in creating a successful school. At RMS, we utilize a number of ways of communicating information to students and families. It is imperative that parents or guardians keep contact information accurate in Skyward. Changes can be made in writing to the Main Office. The email addresses that are listed in Skyward will receive messages with links to the updated RMS Family Bulletin (<https://sites.google.com/epschoolsri.com/rms-family-bulletin/home>) frequently throughout the year. There is also an RMS News and Announcements page (<https://sites.google.com/epschoolsri.com/rms-news/>) that is updated daily. Here are other sources of communication that are used at RMS.

- Progress Reports & Report Cards
- Telephone Calls
- Emails
- Google Classroom
- Remind App
- Facebook
- Twitter

School Email and use of Technology. Students will receive an @epschoolsri.com email address and Google For Education account that they will keep through high school. This account will provide access to curriculum tools like Google Classroom. Students should only use this school account for education purposes and the East Providence Schools reserves the right to monitor the account use. Students are encouraged to communicate with teachers regularly through their @epschoolsri.com email account.

Nurse's Office: The school nurse is available to students who are ill or who are in need of specific, physician-approved medications during the day. Students are only allowed to visit the nurse if they have a pass signed by a teacher or staff member. Students may not visit the Nurse's Office between classes without a signed pass. Parents should contact the school nurse at the beginning of the school year to arrange individual student medication needs. Also, students who need to go home during the school day due to illness are dismissed through the nurse's office. Parents are asked to supply a note from a physician if a student requires the use of crutches or other temporary assistive devices.

Visitors to RMS. All visitors must identify themselves before entering RMS by pressing the buzzer at the front door and identifying their reason for visit. Upon arrival, all visitors must sign in at the Main Office. Visitors must sign a register and receive a "Visitor's Pass," which must be worn for the duration of his/her school visit.

Attendance Information

Absence, Late to School and Early Dismissal Procedures. In the event that a student is absent from school, s/he must present a written excuse to the RMS Main Office stating the reason for the absence and signed by the parent/guardian. This will count as an excused absence. A phone call made to the RMS Main Office does not constitute an excused absence as it must be made in writing. In the event that a student is absent for more than five consecutive days, a note from a physician is required in order for the absence to be considered excused. In the event that a student is late to school due to a medical or dental appointment, the student must present a note from a medical office at the time of arrival to RMS in order for the tardy to be excused. Please refer to the East Providence School Department Attendance Policy for more information.

In the event that a student must be dismissed early from school, a written request signed by the parent or guardian should be presented to the RMS Main Office. The time of dismissal is required on the request. Students will be dismissed through the RMS Main Office when the parent or guardian arrives. Students are not allowed to come to the Main Office until they are called from class. For safety reasons, **Only individuals whose name appears on the student's file will be allowed to take a student from school and proper photo identification must be presented to the Main Office.** Parents are encouraged to keep emergency contact forms and Skyward information current.

Unauthorized Absences and Truancy. An unauthorized absence is considered a **serious safety concern** and requires a meeting with the student, parent/guardian, and the Assistant Principal. Students are required to attend school and truancy is a violation of Rhode Island law. Continued violations will be referred to the School District's Attendance Officer and may result in referral to the Rhode Island Court system.

Co-curricular Activities Participation. To participate in after school activities, a student must be present during the day. Exception for any absence, tardy, dismissal on these days must have prior approval by a school administrator, and must be in compliance with the RI Interscholastic League Rules and Regulations. Advisors/AD/Coaches are responsible for monitoring students' attendance to determine eligibility for participation. Students arriving later than ½ day will not be able to participate.

Social Probation. Per East Providence School Committee policy, any student reaching 5 Unexcused Absences and/or 5 or more days tardy in a quarter may not participate in or attending any school extracurricular event. Attendance and/or participation is a privilege, and any student placed on social probation is disallowed from any and all social activities (such as, but not limited to dances, proms, pep rallies, sporting events, plays) for the remainder of the quarter. The student may start anew on the first day of the next quarter to improve their attendance.

Transportation Information

Bus Transportation. Students who are eligible to take a bus to school (as determined by the East Providence School Department) will be dropped off in front of Riverside Middle School between 7:30am and 7:45am. Bus stops and schedules will be published in local newspapers prior to the start of the school year and also on the website of the East Providence School Department (www.epschoolsri.com). At the beginning of the school-year, students will be issued a bus pass that they must present to the bus driver upon entering the bus. Students are expected to adhere to school rules while riding the bus and if conduct on the bus is inappropriate, the privilege may be revoked. Students are not allowed to ride any bus other than their assigned one and guests are not allowed on the bus. Requests for changes in bussing are made through the Transportation Office at (401) 431-4632.

Late Bus. Students who stay after school to work with a teacher, to participate in a school activity such as a club, or to stay after school for detention may take the late bus. The late bus is only available to students who live within the district approved bussing area. The late bus arrives at RMS at 3:30 pm and makes stops throughout the bussing area. Teachers or staff members who coordinate after school activities will provide students with a late bus pass and students must present the bus pass before boarding the late bus.

Drop-Off Procedures. Parents or guardians who choose to drop off students at Riverside Middle School are asked to please follow safety procedures and pay attention to traffic patterns and signage when entering the Riverside Middle School property. Drivers are asked to drive right around the outside circle at the right side of the building and pull as close as possible to the cross walk when dropping off or picking up students. In the event that a driver of a car has to come into

the school, their car must be parked in a parking spot. Cars are not allowed to drive or park in front of the Main Office entrance during the school day.

Breakfast and School Lunch Information

Breakfast Protocol: Any Riverside Middle School student may participate in the breakfast program, but only students purchasing food from Chartwells may be in the RMS Cafeteria in the morning. It is not a time to socialize and students may not bring in food from home. Students will be dismissed to homeroom at 7:55 am. All food purchased in the cafeteria must be paid for at the time of purchase. Please refer to Food Service Program Meal Charge Policy (V.A.10a.) for more information.

Lunch Program: The East Providence Public Schools and East Providence Dining Services both encourage parents to pre-pay meals for their children. Prepayments for lunch and breakfast can be made through the www.MySchoolBucks.com website. Parents are strongly encouraged to submit free/reduced lunch application forms yearly as well as whenever their household information or income changes. Applications can be submitted at any time and are available during registration or through East Providence Dining Services and at individual schools. All outstanding balances are the responsibility of the parent/guardian and must be paid within two (2) days of requesting a meal without funds to pay for it. Parents of students whose balances exceed \$10.00 will be notified and parents will have ten (10) days to pay or make arrangements to pay outstanding student balances. For additional information, please refer to the Food Service Program Meal Charge Policy (V.A.10a.)

Lunch Protocol: The cafeteria at Riverside Middle School is a busy place and students are advised to follow all rules and protocols in order to promote the smooth running of the lunch program. Students are asked to enter the cafeteria in an orderly and calm manner and sit in the seat or section that has been designated to them. Only twelve (12) students may sit at a table (3 per bench). Students are expected to behave appropriately and stay at their tables when not in line for food or throwing out trash. In the event that a student does not follow the rules of the cafeteria, s/he may be designated a seat in a different part of the cafeteria. Food and drink must be paid at the time of purchase. Please refer to the Food Service Program Meal Charge Policy (V.A.10a.) for more information. At the end of the lunch period, students will be dismissed in an orderly fashion.

Extra-curricular Activities

Clubs. Art Club, Robotics Club, Chess Club, Homework Club, Student Council, Yearbook Club, RMS Theatre

School-Sponsored Events. Autumn, Winter and Spring Dances, Skate Nights, Viking Spirit Rally, Music Concerts at Rhode Island State House, Marching Band at Memorial Day Parade, Musicals, Arts Night, Book Fairs, Washington D.C. trip for 8th Graders, Seal Cruise, various academic field trips, field days

Athletics. Fall: Girls Soccer, Boys Soccer, Cross Country, Unified Cross-Country **Winter:** Girls Basketball, Boys Basketball, Wrestling **Spring:** Unified Basketball, Softball, Baseball, Track & Field

Grading and Report Card Information

Riverside Middle School students are expected to put their best effort into assignments and assessments. Teachers set requirements and grading procedures in their classes. Students who receive all A's (Summa Cum Laude) or A's and B's (Magna Cum Laude) are added to the quarterly honor roll and are recognized in local media. Grades are recorded as numbers, but a letter may correspond to the grade. Letter grades are as follows: A=90-100 B=80-89 C=70-79 D (failing)=69 and below.

Skyward Access. Students and parents can monitor academic progress on Skyward, the school information system. A link to the Skyward login is located on the school district website www.epschoolsri.com. Guidance counsellors can provide Skyward access information to students and parents.

Report Cards. Report cards will be sent home at the end of every Quarter (every 10 weeks). Parents/Guardians may keep the report card but must sign the label on the brown envelope. The signed envelope must be returned to the student's homeroom teacher. If a parent/guardian does not receive a report card at the designated time, please contact a guidance counselor.

Late Work: Full credit for assignments handed in late is at the discretion of the teacher.

Make up work. Students who are absent are encouraged to contact their teachers through their school email on the day of their absence. The student is responsible for completing and submitting missed work after his/her absence. Students should plan to see teachers after-school to collect or hand in missed assignments.

Academic Dishonesty. Cheating is considered a serious matter and will result in the following disciplinary actions: The first time a student is found to be cheating he/she will receive a zero for the work done, regardless of what the work is. Additionally, the teacher involved will notify the student's parents or guardians. Notification will also be given to the Principal and Guidance Counselor. If a student is found to be cheating a second time, he/she will receive a zero for the work and a parent conference with the Principal will result.

Plagiarism. Documentation of all sources is important to avoid plagiarism, which is stealing of another's ideas, words, writing, or academic work, and implying that it is original. Both quoting and paraphrasing from an outside source, including any technology without crediting that source is a form of plagiarism. Teachers will work with students to address the understanding of documentation of sources. Plagiarism will be addressed by disciplinary action including receiving a zero for the assignment.

Presidential Award. Any student that earns a 90 average or better for 3 consecutive years at RMS will receive the President's Award for Academic Excellence. These awards are presented at the 8th Grade Honors Night in June.

Dress Code

The following dress code is not meant to be restrictive, but is intended to guide students and their parents/guardians in choosing clothing that is safe, appropriate, and not distracting to wear in school. Parents will be notified of any inappropriate dress. The Assistant Principal, Principal, or Dean of Students will be the authority in such cases. Any student who is in violation of the Dress Code protocol, will not be allowed to return to class until changing into appropriate clothes. In the event that a student does not have appropriate clothes, a parent/guardian will be called to provide a change of clothes or student may be asked to wear something to cover or replace the clothing item that violates the protocol. The following is a list of inappropriate dress for students:

- No "sagging" of pants. Pants should be worn with proper fit above the hip. No low-cut pants should be worn. No undergarments should be visible.
- No spaghetti strap tops, racer-back tops, halter tops, off-the-shoulder tops, tube tops, half shirts (showing one's midriff), or low cut blouses/shirts. No undergarments should be visible.
- No sheer or see-through clothing is to be worn. This includes **clothing with cut-outs** or clothing with excessive rips or tears is to be worn.
- No articles of clothing or accessories with obscene/vulgar words, words referring to illegal substances (alcohol, tobacco, and/or drugs), and/or words and/or pictures depicting acts of violence are allowed.
- Shorts and skirts must be no shorter than one inch above the knee (even if tights/leggings are worn under).
- Leggings require a top/shirt long enough to reach mid-thigh.
- No coats/jackets may be worn or carried during the school day. Students may wear sweatshirts, sweaters or a lightweight fleece jacket.
- No headgear (e.g. hair picks, bandanas, hats, do-rags, sports head bands, etc.) may be worn during the regular school day.
- No pajamas pants and/or tops.
- Proper footwear is expected. No slippers.
- No chains, collars, rings, bracelets with studs or spikes.

- Proper hygiene is expected.

School Property, Private Property and Cell Phones

The East Providence School Department provides a facility, property and education items for the safe and proper use of our students. Students are encouraged to leave non school-related property such as money, iPods, extra clothing and accessories, and tablets at home as Riverside Middle School will not be responsible for the loss of these items. Any item brought into school that disrupts the learning environment will be confiscated and returned only to a parent or legal guardian.

Lockers. Each student will be assigned a locker. Students should not share their locker or the combination with another student. Student lockers are the property of the school department and are subject to inspection if circumstances warrant. If a student forgets his/her locker combination, s/he should see a guidance counselor. During physical education class or at athletic team practices, students should be sure to secure all personal items in a locked locker.

Damage to School Property. Any student who attempts to or intentionally damages school property will receive disciplinary measures such as school suspension and will be required to make monetary restitution.

Selling Or Trading of Personal Items. Students are not allowed to sell or trade personal items at Riverside Middle School.

Cell Phones and Electronic Devices. The use of cell phones by students is not allowed during school hours of 7:45am-2:15pm. Students are expected to turn off and store their cell phones when they enter Riverside Middle School. Students may also be instructed to put their phones away during school related activities after regular school hours. Riverside Middle School is not responsible for any lost or stolen cell phones. It is the student's responsibility to hold onto his/her valuables at all times. If a student is seen or heard using a cell phone during the school day by a Riverside Middle School staff member, the device will be turned into the Main Office and recorded by the secretary. The first time this happens, the student may pick up and sign for the phone at the end of the school day. If a student's phone is turned into the Main Office a second time, a parent will be required to come into RMS and pick up the phone.

Student Discipline

Classroom Detention: Students who do not follow classroom rules, as established by teachers, may be assigned a classroom detention. The length of the detention is determined by each individual teacher and a parent will be informed of the detention. If a student fails to stay for classroom detention, the student will be referred to the Dean of Students for office detention and the student will be subject to consequences related to Social Probation.

Office Detention. Students whose behavior or actions result in a disruption of the learning environment may be referred to the Dean of Students who will assign an after-school detention. Detention is held Monday-Thursday from 2:30-3:30 in the cafeteria. Students will be given a 24-hour notice of their assigned detention and a parent will be informed. Students reporting for detention must stay in their homeroom until 2:30 pm and then report immediately to detention. Students assigned detention who take a bus to and from school may take the late bus that arrives at RMS at 3:30pm.

Suspension and Expulsion. The term **suspension** means the denial of school privileges for not more than 10 consecutive school days. Suspendable actions by students require a mandatory meeting of the student, parent/guardian and the Dean of Students and/or the Assistant Principal/Principal upon the return to school.

The term **expulsion** means the exclusion or suspension from school by the School Committee for more than 10 consecutive school days. Neither a suspension nor an expulsion shall extend beyond the end of the school year.

A student may be suspended and/or expelled for breaches of conduct that occur at or on school time, school property, school transportation, a school sponsored activity/event, or for breaches of conduct which occur at another time, place, or event where there is a connection with the school.

The following is a list of some of the actions that may result in suspension from school by the Dean of Students, Assistant Principal and/or Principal:

- Any abusive, obscene, or profane language or gestures
- Any disrespect, refusal to obey authority (teacher, administrator, adult sponsor, chaperone, or school staff member)
- Striking, assaulting, threatening, intimidating, or blackmailing another person (student, teacher, etc.)
- Any student actively engaged in fighting
- Bullying of other students
- Engaging in harassment (i.e. cyber-, sexual-, and/or verbal-harassment)
- Smoking in or on school grounds
- Any student in possession, distribution, or consumption of illegal drugs, mind-altering substances, prescription or nonprescription medication, tobacco-related products or alcohol, including being under the influence of drugs or alcohol, or any other violation of the School Department's Zero Tolerance Policy regarding drugs and alcohol
- Destruction or mutilation of property
- Theft
- Any other conduct which is a violation of the law, a violation of school policy, or which is prejudicial to teaching, learning or the safety of the school, its students, teachers, administrators and personnel

Social Probation. After the 6th day of suspension, a student will not be allowed to participate in any extracurricular (co-curricular) activities for a period of 30 school days. If the student is suspended for a 7th day or more, s/he may not be allowed to participate in any co-curricular activities (including but not limited to intramural sports, PBIS school-wide events, school dances, Skate Night, etc.) for the remainder of the school year. Per East Providence School Committee policy, any student reaching 5 Unexcused Absences and/or 5 or more days tardy in a quarter may not participate in or attending any school extracurricular event. Attendance and/or participation is a privilege, and any student placed on social probation, is disallowed from any and all social activities for the remainder of the quarter. The student may start anew on the first day of the next quarter to improve their attendance.

Field Trip Behavior Expectations. A field trip is an extension of the school itself, whether on a bus to or from the site or while at the site itself. Expectations for student behavior and adherence to school rules apply on all field trips as they do at school. Students causing a problem on any field trip may be excluded from field trips for the remainder of the school year. Any student who has accumulated excessive absences may be excluded from participation in field trips. The administration may consult with all of the student's teachers prior to making a final determination on this matter. Students accepting the privilege of attendance on any field trip, do so with the knowledge that the school (through its teacher chaperones) has the right to search any student and/or his/her belongings.

School-Sponsored Social Events. Students will not be allowed to attend any school function if he/she is absent, suspended, and/or owes detention on the day of the school-sponsored event. Additionally, a student must be in good academic and behavioral standing, as determined by administration, to attend school-sponsored social events. Such events may include dances, Skate Nights, field trips, in-house field events, etc.

Lockdown Procedure

The East Providence School Department, in conjunction with the Rhode Island Emergency Management Agency (RIEMA) and the City of East Providence, has developed a lockdown procedure. In the event that a lockdown situation occurs, all public schools will shelter students within the school setting, lock all doors, close all windows and turn off all ventilation systems. During the lockdown, no one will be allowed to enter or exit the school site until an "All Clear" has been issued by the appropriate authorities. This procedure will be rehearsed by all administrators, faculty, staff, and students much in the same way as we practice other emergency protocols, such as fire drills, etc. It is the intention to practice these procedures in the least disruptive manner so as to reduce student anxieties during the process. Students are to follow the direction of the staff member(s) that they are with during the lockdown.

An actual lockdown (not a drill) **will be** a serious event. There must be a serious approach to the situation by all students and staff. Announcements concerning an emergency of this nature may be broadcast on local television and radio stations. Please remember that during a lock down, parents may not come to school to pick up students as the schools will be locked and sealed. Parents should avoid calling the school as phone lines must stay open for emergency communication. Schools will be open as soon as the “All Clear” is given.

Parent-Teacher Association (PTA)

The RMS Parent Teacher Association is an important resource for our school. The PTA meets monthly and plans ways of providing support to our students. Parents or guardians who are interested in becoming a member of the PTA should attend any of the meetings and events. More information about our PTA will be distributed throughout the school year.

Miscellaneous Information

Bicycles: Students who ride bicycles to school must park them in the bike rack immediately upon arriving at school. All bicycles should be secured with a chain and lock. Any bicycle locked to something other than the bike rack may be subject to having the lock cut off. Students must leave bicycles belonging to other students alone. The school is not responsible for bicycles/scooters/skateboards brought to school.

Deliveries of flowers, cake, fruit arrangements, etc. are not permitted for students at any time before, during or after the school day.

Hall Passes: Before a student is dismissed from any classroom, that student must have his/her student pass signed, identifying the date, time, destination, and a teacher/staff signature along with signing in and out of each room on a form in the front of the room.

Lockers: Each student will be assigned one locker by the homeroom teacher. Students should not share their locker or the combination with another student. Student lockers are the property of the school department and are thus subject to inspection if circumstances warrant. If a student forgets his/her locker combination, he/she may ask the Assistant Principal or his/her School Counselor.

RMS School Store: The School Store is located on the first floor opposite the library and is open prior to the start of school each day. Pencils, markers, poster-boards, paper, binders, notebooks, Viking t-shirts, etc. are available for purchase.

School Property and Private Property. The school is not responsible for lost private/personal property brought to school by students (e.g. money, cell phones, clothing and accessories, headphones, laser pointers, mp3 players such as iPods, video gaming devices, digital cameras, video cameras, tablets such as an iPad/Kindle/Nook, etc.). See General Laws of RI 16-21.2-11. **Trading and/or selling of personal/private/stolen property is not allowed.**

Student Planners: The planner is a useful organization tool and contains two Passport Pages, at the end of the planner, to be used as a “hall pass.” Students will write homework, test/quiz dates, project due dates, etc. in the planner to keep organized. Each student is given one planner at the start of the year. If a student loses the original planner, a new one may be purchased for \$5.00 at the School Store as long as supplies last.

School Resource Officer: Primary Duties and Responsibilities

Officer Tammy David is a police officer employed by the East Providence Police Department and is assigned to Riverside Middle School as a School Resource Office (SRO). As SRO, Officer David is responsible for all of the police-related activities at the school. She establishes a rapport with students, faculty, and the community and acts as a liaison between the school and the police department.

Officer David has the responsibility of handling campus-related problems that range from crime prevention to law enforcement, investigative follow-up, individual and group counseling, and delinquency. She possesses a working knowledge of the community's social service agencies and the adult and juvenile justice system are essential. SROs also serve as a referral source for various social service agencies. If you would like to speak with Officer Tammy David, please call RMS at (401) 433-6230, ext. 100.

East Providence School District Policies

Acceptable Use of Technology Policy

Services Provided to Students:

- The East Providence Public School District provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the local authority.
- Students may have access to Google for Education accounts including Gmail and Google Docs.
- Students have access to online course resources (if currently deployed by his/her teachers).

Note these services and resources are not the same as a private home Internet and e-mail accounts and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged, and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the East Providence Public School District has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the East Providence Public Schools. Students should have no expectation of privacy.

In accordance with CIPA (Child Internet Protection Act), the East Providence Public School District filters Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking.

Students of the East Providence Public School District shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the East Providence Public School District is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the East Providence School community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the educational mission of the East Providence Public School District.
- Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by EPSD may not be connected to the network without specific permission. Devices that disrupt the educational process or operation of the EPSD are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people's work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.

- Only use the network account assigned to you and do not give your EPSD network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself, or others, without your teachers or parents' knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Remember that anything you write or post online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the EPSD network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

Safe School Act: Statewide Bullying Policy

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.

It will be the responsibility of all supervisory and professional personnel to report any perceived acts of bullying immediately to their administrative superiors.

Prohibition against Bullying: Bullying prohibited in the public schools of East Providence, RI. The prevention of bullying is part of the East Providence school district's strategic plan and school safety plan.

1. DEFINITIONS

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

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. **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 despite having occurred outside of school hours.

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.

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.

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.

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.

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

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:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension, if available
- e. Loss of school-provided transportation, such as use of a bus, or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

Sexual Harassment Policy

SEXUAL HARASSMENT – STUDENTS

It is the policy of the East Providence School Committee that all students have the right to work and learn in an environment free from all forms of discrimination and harassment. This right is granted, first and foremost, by the Constitution of the United States and is supported by Federal and State laws. In light of this policy, the East Providence School Committee is committed to ensuring that the learning environment shall be free from behavior which can be considered harassing, coercive, or disruptive.

Sexual harassment is defined as unsolicited remarks, gestures, or physical contact, display of or circulation of written materials or pictures derogatory to either gender, sexual advances and/or requests for sexual favors. In addition, other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to maintain employment and/or specific grade; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or achievement; or
3. Such conduct or communications have the purpose or effect of substantially interfering with an individual's employment or learning and/or creating an intimidating, hostile, or offensive environment.

The above definition also includes sexual innuendoes, jokes, comments, pictures, epithets, derogatory slurs, and/or questions which are offensive or objectionable to the recipient. The School Committee wishes it understood that this policy applies equally to both genders.

What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to verbal or physical sexual behavior or conduct, which is not welcome, is personally offensive, makes a student feel confused, angry, guilty, helpless, frightened, and/or alone; and, therefore, interferes with a student's learning. Sexual harassment is a behavior which will

not be tolerated by the East Providence School System and which will result in disciplinary action up to and including suspension and/or expulsion.

Zero Tolerance Policy

ZERO TOLERANCE – VIOLENCE

Incidents of violence will not be tolerated in any form by the School Department. This includes acts of violence against any student, staff member, or any visitor to a school or property or at any school sponsored activity, on or off school grounds. Violators of this section shall be subject to a suspension and/or expulsion hearing. The Memorandum of Understanding between the East Providence Police Department and East Providence School Department outlines an agreement between the school department and the police department to maintain an open line of communication to deal with and prosecute those persons who pose a threat to the safety of students and staff in school.

ZERO TOLERANCE – WEAPONS

The possession of a weapon or dangerous instrument on school property or at any school-sponsored event will be grounds for suspension and/or expulsion hearing. A weapon or dangerous instrument is defined as, but not limited to: Firearms, guns, imitation guns, explosives, acid, air-guns, blackjacks, slingshots, billy clubs, metal knuckles, blow-darts, bludgeons, so-called Kung-Fu weapons, knives, daggers, stilettos, swords, razors, bows, arrows, etc.

ZERO TOLERANCE – DRUGS AND ALCOHOL

The use and possession of illegal drugs and alcohol, by students, will not be tolerated. All students have the right to attend school in a drug and alcohol free environment. Students shall NOT use, possess, sell, distribute, or transfer illegal drugs, drug paraphernalia, unauthorized medication or alcohol, and they shall not be under the influence of drugs or alcohol prior to coming to school, at any time during the school day, on or off school premises, or at any school related/sponsored event. Violators of this policy shall be subject to suspension and/or expulsion. Violators may also be referred for drug/substance abuse counseling, and may be required to submit to drug testing as a condition of being readmitted to school. Furthermore, whenever there has been a violation of the law, law enforcement agencies shall be immediately notified.

RMS Calendar of Events 2018-2019

August 2018

- 7 Twitter Chat on Mindset (Chapter 1) 4:00-5:00 pm
- 24 Department Coordinator Meeting 9:00 am
- 27 Convocation - Teacher Orientation 8:00 am
- 28 First Day for Grade 6, Faculty Meeting 2:30 pm
- 28 Mindset PD for Grade 7&8 Teachers
- 29 First Day of School - All Grades
- 31 Grade Level Assemblies

September 2018

- 3 Labor Day-No School
- 4-14 i-Ready Benchmarking
- 5 PTA meeting 6:30 pm
- 10 Molar Express
- 12 Primary Election - No School
- 13 Meet the Teachers Night 6:00-7:30 pm
- 19 Department Meetings 2:30 pm
- 25 Truancy Court
- 25 USA Skate Party 6:30-8:00 pm

October 2018

- 1-5 RMS Spirit Week
- 5 Viking Spirit Rally
- 5 Townie Pride Parade 5:30 pm at Pierce Field
- 8 Columbus Day - No School
- 10 Faculty Meeting 2:30 pm
- 10 PTA Meeting 6:30 pm
- 23 Truancy Court
- 26 Halloween Dance 6:00-8:00 pm
- TBD Picture Day

November 2018

- 1 Flu Clinic from 4:00-6:30 pm
- 1 End of Q1
- 6 Election Day - No School
- 7 PTA meeting 6:30 pm
- 12 Veterans Day, No School
- 13 Truancy Court
- 13-16 Book Fair
- 14 Parent Conferences 2:30-3:30pm & 5:30-7:30 pm
- 15 Student Early Dismissal 11:15 am
Parent Conferences 12:30-2:30 pm
- 19-20 Grade 7 Seal Cruise
- 21-23 Thanksgiving Recess
- 27 Truancy Court
- 27 USA Skate Party 6:30-8:00 pm

December 2018

- 11 Truancy Court
- 13 PTA Meeting 6:00 pm
- 13 Band Winter Concert 7:00 pm
- 19 Chorus Winter Concert from 7:00 pm
- 19 Faculty Meeting 2:30 pm
- 24-1/1 Holiday Recess

January 2019

- 2-11 i-Ready Benchmarking
- 9 Faculty Meeting 2:30 pm
- 9 PTA Meeting 6:30 pm
- 15 Truancy Court
- 15 CTC Visit for 8th Graders
- 21 MLK Jr. Day - No School
- 22 2nd Quarter Grades Close
- 25 Winter Dance 6:00-8:00 pm
- 29 Truancy Court

February 2019

- 6 PTA Meeting 6:30 pm
- 8 8th Gr. Career Day
- 11 Truancy Court
- 13 Department Meeting 2:30 pm
- 14 NAEP (Gr 8 for ELA & Math)
- 18-22 Winter Recess

March 2019

- 5 Truancy Court
- 6 PTA Meeting 6:30 pm
- 7 Collaborative Concert 6:30PM at EPHS
- 14 9th Gr Scheduling Night, 6:00-7:30 pm
- 19 Truancy Court
- 20 Faculty Meeting 2:30 pm (RICAS Training)
- 29 Family Night at RMS 6-8 pm

April 2019

- 2 Truancy Court
- 2 3rd Quarter Grades Close
- 4 DC Parent/Guardian Meeting 6:30 pm
- 9-10: RIMEA Junior Choral Festival at MMS
- 10 PTA Meeting 6:30 pm
- 15-19 Spring Recess
- 22-5/3 RICAS ELA (Window)
- 23 Truancy Court
- 24 Secretaries' Day
- 26 Spring Dance, 6:00-8:00 pm

May 2019

- 1 Spring Arts Show 6:00-7:30 pm
- 6-10 Teacher Appreciation Week
- 6-17 RICAS Math (Window)
- 7 Truancy Court
- 8 Department Meeting, 2:30 pm
- 9-11 RMS Play at 7 pm
- 14-24 Grade 8 NGSS Science Assessments
- 14-24 i-Ready Benchmarking
- 16 Band Concert 7:00 pm
- 16 PTA Meeting 6:00 pm
- 21 Truancy Court
- 22 Chorus Concert from 7-8 pm
- 27 Memorial Day - No School
RMS Band performs at Memorial Day Parade
- 28-30 8th Grade Washington DC Trip
- 29 Friends of Townie Athletics Ice Cream Social 2:30pm
- 30 Incoming 6th Grade Family Fun Night 6:00-7:30 pm

June 2019

- 4 Truancy Court
- 4 8th Grade Awards Night 6:30 pm
- 5 Faculty Meeting 2:30 pm
- 5 PTA meeting 6:30 pm
- 6 8th Grade Lake Compounce
- 7 8th Grade Dance Party 6:00-8:00pm
- 7 6th Grade Field Day
- 10 Viking Awards
- 11 8th Grade Family Celebration 10:00 am
- 11 7th Grade Field Day
- 12 Last Day of School

Please note that events may be added during the school year. Check the RMS Google Calendar for updates. Also, the dates of end-of-year events may be adjusted due to changes in the district calendar.