



Scituate Middle School
Student and Parent Handbook
Home of the “Spartans”



Scituate Middle School
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North Scituate, RI 02857

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Administration

Dr. Tonianne Napolitano
Principal

Ms. Colleen Hart
Assistant Principal

Mission Statement and Beliefs

Scituate Middle School is committed to producing life-long learners by providing all students an academically challenging, integrated curriculum in partnership with the community within a safe and respectful learning environment while supporting their unique educational, physical, emotional, and social needs.

We believe that:

- Education is a shared responsibility of home, school, and community.
- Schools are safe, secure, nurturing learning environments.
- Education adds to the quality of life.
- We, as a community, are obligated to fully fund education.
- Education is provided at a level appropriate for each student.
- Schools prepare students to be creative thinkers, problem solvers, and effective communicators.
- All students have unique talents and abilities and can learn.
- Schools challenge students to be responsible citizens, productive workers, and life-long learners in a technological, changing global society.
- Students learn in different ways.
- All students are provided a common core of learning.
- All interactions within the educational community are conducted with dignity and mutual respect.

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SCHOOL FACULTY AND STAFF

Olympian Team (6):

Christine McCarthy- Math/Social Studies - T12
Beth Keough - Science/Social Studies - T9
Anita Hall*- ELA/Social Studies - T11

Titan Team (6):

Patricia Charland – Math - T13
Deborah LaTour- ELA - T14
Paula Sullivan*- Science - T10

Explorer Team (7):

John Barnes – Science – T16
Jill Fague – ELA – T6
TBD – Soc St - T15
Maureen Kennedy* – Math – T7

Gryphon Team (7/8):

Ann Battey- Science – T8
Ken Abrams – Soc St T2
Keith Sanzen* – ELA – T4
Riley Callan – Math – T18

Alpha Team (8):

Margie Clyde - Soc St T3
Rebecca Limoges- ELA- T5
Nicole Mancini* – Math – T1
Ellen Tamboe–Science - T17

* identifies Team Leader

Reading: Dina DeCristofaro – T22

Guidance: Kristin VanOrden-Albertella – Grades 7 & 8
TBD – Grade 6

Agriculture:
Joan Selfridge

Art:
Erica Cioe
Christopher Kelley
Deborah Kintzing

Computer:
Lita Motroni

Foreign Language:
Kristen Archambault

Health/Physical Education:

Kevin Ryan
Michael McCue
Tim Brown

Family and Consumer Science:

Paula Paquette

Industrial Technology:

Russell Furlong
Deborah Kintzing

Library/Media:

Greer Monaghan

Music:

Stephanie Vantine
Christine Johnston
Jason Rivard

School Nurse/Teacher:

Yvette Grossguth

Special Education:

Christine Connell, Barbara Patterson
Christopher Morelo, Cindy Clark
Diane Gray, Lita Motroni

School Resource Officer

Sgt. Kevin Pendergast

School Psychologist:

Joan Ricci
Social Worker
Lorraine Forbes

Secretaries:

Ellen Muehlberg- Middle School
Lisa St. Pierre – Guidance

Office Aides:

Julie Ferrante
Paula Manocchia

Athletic Director:

Kevin Ryan

GUIDANCE DEPARTMENT

The function of the Guidance Department is to provide the student with knowledge about himself as a unique individual, realize his personal needs, and provide assistance for attaining educational and vocational goals. All of your teachers are vitally interested in your personal success and the Guidance Department works closely with them in your behalf. The guidance program includes group guidance classes, group counseling, and individual counseling. A student may request a conference with a guidance counselor by simply notifying the counselor who will arrange a suitable time for a meeting. Students are also encouraged to advise their parents that the guidance office is always ready to confer with them to resolve any school problem or to furnish any information they may request.

PROGRAM OF STUDIES

Grade 6	Grade 7	Grade 8
English Language Arts, Mathematics, Science, and Social Studies		
Unified Arts: Each course meets 36 times <u>Consists of:</u> Art, Industrial Technology, Health, Keyboarding, Agriculture, and Family & Consumer Science	Unified Arts: Each course meets 30 times <u>Consists of:</u> Art, Industrial Technology, Health, Computer Literacy, Environmental Conservation, and Family & Consumer Science	Unified Arts: Each course meets 30 times <u>Consists of:</u> Art, Industrial Technology, Health, Computer Applications, Natural Resources, and Family & Consumer Science
Music: Band or Chorus	Music: Band or Chorus	Music: Band or Chorus
Physical Education	Physical Education	Physical Education

LIBRARY/MEDIA CENTER

The Library/Media Center is open each school day from 7:40 AM until 3:25 PM with the exception of days when there are no late buses. On these days, the library is closed at the end of the school day. To use the library during study periods, students sign up in the library between 7:40 and 10:50. This is a commitment for the whole period. Lateness and “cut” rules apply and students are expected to report with all materials and books needed for the period. Books and other circulating materials are borrowed for a loan period of 14 to 20 days. All due dates are Wednesdays. Students borrow books by signing their names and homeroom numbers, and are responsible for all materials signed out in their names. There are no fines for overdue books, but lost or damaged books and materials must be paid for according to the lost/damaged book policy approved by the school committee. Reference books and periodicals (magazines), as well as certain other designated materials are used in the library only or in the classroom/study for the hour. Students using the library are expected to work quietly and respect the rights of fellow students by prompt return of materials needed by others. Library privileges will be withheld from students who do not follow the above rules and acceptable standards of good manners and behavior associated with the library. This library, as a member of RILINET, can obtain books, periodicals, etc. from other member libraries in RI. This privilege gives students access to the statewide library resources. To obtain materials not held by the school library, students can make out a library loan request for such materials. Finally, students needing assistance or instruction in the use of the library should ask for help. The librarian or aides are almost always available to give assistance with your library-centered assignments or in your search for recreational and research materials.

HONOR ROLL

To achieve **HIGH HONORS**, a student must attain a Grade Point Average of 3.7 or higher with no grades of D and/or F. Additionally, there can be no grade of C in Mathematics, Science, English or Social Studies; no more than one C in other required courses; and no Poor Conduct remark. To achieve **HONORS**, a student must attain a Grade Point Average of 3.0 or higher with no grades of D and/or F. Additionally, there can be no grade of C in Mathematics, Science, English or Social Studies; no more than one C in other required courses; and no Poor Conduct remark. We wish to honor those who have distinguished themselves through high achievement and deeds. These standards are attainable and worthy of the term Honor Roll.

The grading system for the middle school is 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-	72 – 70
D	65 – 69	F	Below 65 (Students having a final grade of F will fail the course.)		

NATIONAL JUNIOR HONOR SOCIETY

Eighth grade students are eligible for induction into the National Junior Honor Society. To be considered for induction, students must have attained a grade point average (GPA) of at least 3.5 in the areas of English, math, science, and social studies. Students will be evaluated on their work in grade 7 and the first two marking quarters of grade 8. Students must complete a minimum of 5 hours of community service during grades 7 and 8, and the supervisor must document those hours. Students will also be evaluated on the basis of character and leadership. Character is evaluated on the following definition: The student of character demonstrates the highest standards of honesty and reliability. He/she shows courtesy and concern for others and upholds school regulations. Classroom, school, and peer leadership are considered for the leadership qualification. Classroom leadership is defined as positively influencing others to do their best and going beyond what is expected. School leadership is based on participation in extra curricular activities. A student must have documentation by the appropriate advisor that he/she has shown “active” participation in at least one extra curricular school or community activity (not a class). The Faculty Selection Committee considers it to be the responsibility of the individual student to be aware of his/her GPA, to perform service required, and to maintain the highest standards of leadership. Additionally, each student must complete the selection packet in accordance with the standards in order to be considered for induction.

PROMOTION/RETENTION POLICY

The following Promotion/Retention Policy is based on the recognition that all children can and must learn, and that many children require a variety of educational and social services if that goal is to be reached.

1. Through careful monitoring and weekly team meetings, teachers are aware of students having academic difficulty.
2. At-risk students will given additional learning time for priority objectives. This time may be spent with teachers during department nights, peer tutoring, or in-class assistance.
3. Students, who after availing themselves of these services for an entire quarter are still unable to demonstrate competency in the subject areas, may be referred for full diagnostic evaluation by the multi-disciplinary team.
4. Based on the findings of the multi-disciplinary team, special placement or other special services may be recommended.
5. For students who still fail to show competency in the subject area, achieving a 65 or higher average for the year, the following will apply.
 - a. Any student who fails 2 subjects(*) will be required to attend summer school or be tutored for 30 hours, pass at least one subject (*), and a final examination, or repeat the grade.
 - b. Any student who fails three subjects for the year will repeat the grade

*Note: (*) Subjects are defined as: Mathematics, English, Science and Social Studies.*

INCLUSION PROGRAM

Scituate Middle School has instituted an inclusion program on a limited basis for students with special needs. Inclusion is a term which expresses commitment to educate each child, to the maximum extent appropriate, in the school and classroom he or she would otherwise attend. It involves bringing the support services to the child (rather than moving the child to the services) and requires that the child’s individual goals will be met in the classroom.

PROGRESS REPORTS & REPORT CARDS

Progress reports are issued at mid-quarter prior to report card days. These reports are issued to advise students and parents that the school work is not up to the standard expected of the student and to serve as encouragement for the student to make a greater effort in his or her studies. **Progress reports are mailed home.**

There are four (4) marking periods during the school year. The pupils will take their cards home the day they are issued. Parents are to keep one copy and are asked to sign and return the other copy with their youngster to the homeroom teacher on the following morning. **The final report card is sent home on the last day of school.**

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES, GRADES 6-8

Participation in athletics and extracurricular activities is a privilege and educational opportunity.

To be eligible to participate in athletics and extracurricular activities at Scituate Middle School, students are expected to maintain appropriate behavior, citizenship, and acceptable academic standards.

Eligibility to participate in athletics and/or extracurricular activities in any given marking quarter will be determined by grades received in the preceding marking quarter. A student will be allowed to fail one course and must maintain an overall grade point average of 1.7 (C-). Any student who fails any two courses will be ineligible to participate in athletics and extracurricular activities. Activities to which this policy applies are as follows: Interscholastic Athletics, Yearbook Staff, Student Council Officers/ Members, Cheerleaders, All State Musicians, Dances, Drama Club and other school sponsored activities.

The Rhode Island Interscholastic League Rules and Regulations and/or Scituate School Committee shall govern interscholastic athletics. In cases where the standards set by one agency exceed those by the other, then the highest standard will be in effect. Situations that are not addressed by the above guidelines may arise. Such situations may be appealed to a review committee which includes the superintendent, principal and respective advisor or coach. The appeal must be made within one week of the student receiving his/her report card. Middle school students are subject to the requirements that pertain to interscholastic participation.

All students are urged to try some form of athletics to realize the maximum education benefit available at Scituate Middle School. The challenge and intensity of effort of athletic competition, whether intramural or interscholastic, will provide experiences that will undoubtedly help you in preparation for adult life in our society. Middle school students can participate in the following programs:

GIRLS – Cross Country, Basketball, Softball, and Soccer

BOYS – Cross Country, Basketball, Baseball, and Soccer

SPORTSMANSHIP POLICY

Recognizing the importance of good sportsmanship on the part of all athletics, coaches and spectators, the Scituate School Committee endorses the sportsmanship policy adopted by the Rhode Island Interscholastic League. This policy addresses the conduct of all athletes' coaches and spectators at middle school athletic events. In accordance with this policy, each Scituate coach will receive a copy of the RI Interscholastic League manual. All athletes, cheerleaders, and parents will receive a letter from the Director of Athletics addressing the importance of sportsmanship and their role in assuring that all participants, including opposing teams and fans, and officials, experience a positive atmosphere at Scituate contests. Any student or coach ejected from a game will meet with the Director of Athletics and the Principal to discuss the nature of the ejection and to address what will be done to ensure that a repeat performance will not occur. The ejected person will fill out a questionnaire issued by the League and have it approved by the Director of Athletics and the Principal, to be returned to the league office before they can participate in another contest. League rules state that an ejected person must sit out the next league contest and they cannot be anywhere near the game. If a player or coach is ejected a second time, they will be suspended for the rest of the season and be placed on probation by the Scituate Athletic Department. Spectators involved in any type of taunting, baiting, harassment, fighting or derogatory comments towards players, coaches, officials, cheerleaders or other fans will be subjected to immediate removal from the contest. Their attendance at further contests may be revoked. It is the goal of all involved in Scituate athletics that all participants have a positive and pleasurable experience when attending Scituate athletic games.

STUDENT BOOK BAGS AND BACKPACKS

Students may use book bags and backpacks to transport materials to and from school. Once arriving at school, book bags and backpacks are to be stored in lockers. Students may not use their book bags or backpacks during the school day to carry materials to and from classes. These items do present a safety issue in corridors and classrooms. The only exception to use of book bags and backpacks during the school day is when a student has physical education. Students may use these items to carry gym clothing, towels, and toiletries to and from physical education.

DANCE REGULATIONS

The Middle School Student Council sponsors our school dances. Only Scituate Middle School students may attend. Tickets are sold ahead of time during the week of the dance during lunch. No tickets are sold at the door. Students must present a completed official dance permission form in order to be admitted to the dance. If students are absent from school the day of the dance, they may not attend. **Students who have been referred for disciplinary reasons or who have been suspended during the week prior to the dance are not eligible to attend the dance.** Dances are held from 7 – 9:00 PM.

HOMEROOM

Students are expected to be in their designated homeroom by 7:50 AM. At 7:40 the bell will ring to alert students to proceed to their respective homerooms. The 7:50 bell indicates the start of homeroom. **Any student arriving after this bell is considered tardy to school unexcused.** Attendance will be taken and morning announcements will follow the 7:50 AM bell where valuable school related information is given at this time. During homeroom, students will be requested to stand for a moment of silence and to pledge to the flag. Students are expected to turn in their excused absence notes to their homeroom teachers.

LOCKERS

Students will be assigned corridor lockers by their homeroom teachers. Each student is to use the locker to which he/she is assigned. **Sharing lockers with other students is NOT permitted.** Lockers are provided for the storage of books and coats during the school day. Lockers should be locked at all times. The lockers are school property and may be opened by the administration for emergencies or when there exists reasonable suspicion for a search of the contents, consistent with school committee policy. Students are responsible for the condition of the locker assigned to them and the cleanliness of the contents. The cost of repair or repainting locker damage caused by writing on painted surfaces, affixing non-removable stickers, or bending metal parts will be charged to the student. Students are financially responsible for any articles or books lost or stolen from their lockers. Any matter pertaining to lockers must be reported to the Principal's Office. Physical Education teachers will issue locks for gym lockers. No personal locks are permitted on these lockers. Students will be held financially responsible for the loss of locks.

LOST AND FOUND

The Lost and Found Department is located in both the high school office and the middle school office. Lost articles may be claimed at each of these locations during the student's free time. Permission to look through articles must be granted from office personnel.

LOST OR DAMAGED TEXTBOOKS, MATERIALS AND EQUIPMENT

All students are issued copies of the textbooks for the courses in which they are enrolled. Each teacher issuing books keeps a class record of the books issued, listing: 1) name of student to whom the book was issued; 2) book title; 3) book identification number; 4) condition – (a) New, (b) Good, (c) Fair, or (d) Poor. Students are responsible for preserving the condition of all books issued to them by the school, and therefore are required to cover their books, if the books leave the classroom. Principals and teachers are responsible for enforcement of this

regulation. Students will be held responsible for all books issued to them and shall return them in essentially the same condition. The student will be charged for that decline in value that is 50% of purchase price. Price guides are established as follows: New: 100%, Good: 75%, Fair: 50%, Poor: 25%. Book values based on current price and condition of the book will be determined and listed in advance by the Principal. Students and/or parents will be notified of book values at the time that the item is issued, if requested. Students will not be issued another book until payment for the lost book has been received. Notices will be sent to parents stating what has been lost or damaged by their child and the amount due. Copies of this policy should be enclosed with the notice. Based on the condition of the book, a refund will be issued to the student if the original book is found and returned. Students may be issued materials and equipment in some specialized courses in addition to the textbook. The same procedures will be followed regarding lost or damaged materials and equipment as for textbooks. All monies collected will be given to the Principal or his/her designee and a receipt issued. Monies collected will be deposited in a book-equipment replacement fund account. Only the replacement of books and equipment will be bought with this fund with the approval of the Superintendent's office. Any funds unspent as of July 1st of each year will be used to offset that part of the budget used to purchase new books and equipment.

ELECTRONIC DEVICES

Rhode Island General Law 16-21. 2-11 prohibits any student in any secondary or elementary school from carrying, possessing or using a paging device of any kind on school property (**This includes but is not limited to cell phones, portable Instant Messaging devices, pagers, etc.**), except with the written consent of the principal of the school in which the student is enrolled. The penalty for violation of this law **shall be** the confiscation of said device until the end of the school year. The use of electronic devices such as laser pointers, radios, walk-mans, I-Pods, electronic games, et cetera is not permitted during the school day. Use or possession of said devices will result in confiscation by school administration.

NURSE'S OFFICE

Any student who becomes ill or has an accident while in school should have this fact reported to the nurse or office immediately. If the injury or illness prevents the student from notifying the nurse, a fellow student or teacher should assume this responsibility. When teachers think that a student should be sent to the Medical Room, a fellow student should be asked to serve as an escort. If the student appears too ill to leave the classroom, the nurse will be called to the classroom.

Any student who must take medication during the school day (pills, capsules, liquids, etc.) is required to have a written authorization from a physician and a permission slip from the parent addressed to the SCHOOL NURSE. The nurse will keep this medication under lock and will arrange for the student to take it at the proper time. If possible, an attempt will be made to take medication at passing time so as not to interrupt class time. **NO MEDICATION OF ANY TYPE WILL BE CARRIED BY A STUDENT ON HIS OR HER PERSON, POCKETBOOK, OR LOCKER. THIS INCLUDES NON-PRESCRIPTION DRUGS SUCH AS ASPIRIN, COUGH SYRUP, AND DRUGS FOR DYSMENORRHEA, ETC. MEDICATION MUST BE BROUGHT TO SCHOOL IN A CONTAINER APPROPRIATELY LABELED BY THE PHYSICIAN OR PHARMACY.**

LATE BUSES

Late buses are scheduled for every school day except Friday. Late buses are provided for students who stay after school for approved activities. Students must wait in the high school cafeteria until late buses arrive. Three late buses depart from the school between 3:30 and 4:00. Students **must** present a Late Bus Pass to the bus driver when taking a late bus. Late Bus passes are to be given by the teacher for whom the student stays.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are absent. A substitute teacher is an important guest who is to be treated as such. A substitute teacher has the same authority in the classroom as any teacher. Let us be certain to be as polite, helpful, and considerate as you would be to your regular teacher.

TELEPHONES

Telephones in the administration office are business phones and should not be used by pupils unless an emergency exists. Forgotten work and materials do not constitute an emergency. A public pay phone is located in the High School lobby that students may use with permission.

DEPARTMENT NIGHTS

Each teacher conducts a Department Night each week from 2:20 to 3:20. The purposes of Department Nights are as follows:

1. To provide an opportunity for students to obtain additional help in class work which they have been unable to master in the regular class time;
2. To provide an opportunity for students who have been absent to make up lost work and examinations;
3. To encourage pupils to accept responsibility of completing their tasks by giving them a definite schedule for meeting with teachers.

Day of the Week	2010 – 2011 Department Night Schedule
Monday	Science, Family/Consumer Sciences, Agriculture, and Foreign Language
Tuesday	Math and Industrial Technology
Wednesday	Music, Social Studies, Business, Special Education, and Guidance
Thursday	English, Physical Education, and Art

Students should look upon Department Nights as an opportunity extended to them to help with their school work. Under no circumstances should Department Night be regarded as punishment. Students are encouraged to attend voluntarily. Students who need extra help will be requested to stay by their teachers.

PASSES

Students are not to be in the hallways and corridors during the time that classes are in session unless they have an official pass or face disciplinary action. **No student will be allowed to leave class during the last 15 minutes of class.**

CAFETERIA

Good manners should prevail in the cafeteria at all times. Accepted standards of cleanliness courtesy and conduct are expected during lunch period. All food is to be eaten in the cafeteria. Paper items should be disposed of in the provided trash barrels. Trays should be returned to the designated areas and tables and floor area should be kept absolutely clean. Teachers are assigned for cafeteria supervision and are in charge of maintaining good student conduct during lunch. Students are dismissed table by table and must clean the area under/on top of the table before being dismissed. Students are not to leave the cafeteria area without permission. Loitering in the restrooms during lunchtime will subject a student to disciplinary action.

STUDENT TEST TAKING POLICY

Honesty, fairness and student integrity should prevail in any testing program conducted at Scituate Middle School. Any form of student communication, either oral or written, including material illegally provided, solicited or procured (notes relating or not relating to the test) shall constitute a violation of this policy. Violations of the test taking policy will be handled on an individual basis. Students will receive a penalty from the teacher or:

- A. A grade of zero on the test with no makeup;
- B. A letter sent home to the parent indicating the events of the incident.

Repeated cases of violations will be referred to the Principal and a conference will be arranged to include the teacher, student, parent, and the Principal.

INTERNET USE AGREEMENT

We are happy to provide access to the Internet to all of our students and teachers. We believe that it offers our educational community valuable resources for learning and communicating with others. At the same time, we are aware that material on the Internet is uncensored and we can make no guarantees that information found on the Internet will be valuable, reliable or inoffensive. However, we firmly believe that the vast amount of information available and the interaction with other people made possible via the Internet provides educational benefits to our students that far outweighs the risks.

Access to the Internet is a privilege for students and not a right. We expect students to use the Internet in a responsible manner for educational purposes and to be considerate of all other users. Inappropriate use may result in a cancellation of that privilege and may also result in further disciplinary actions.

All students are responsible for appropriate behavior on the Internet just as they are when involved in any school activity. General school rules and policies apply to all Internet activity and communication.

The purpose of using the Internet at school is to support research and educational goals. Use of the Internet must always support those goals. Games and chat lines may NOT be used unless student has explicit permission from a staff member.

Students must never:

material	Reveal personal addresses or phone numbers Send or display offensive messages or photos Intentionally access sites on the Internet that contain offensive
of programs	Use inappropriate language Use another person's password or account without permission Violate copyright law by copying or using unauthorized copies
permission	Access other people's folders, files or programs without
computer	Use information without giving proper credit to the author Harass, insult or attack other Internet users Use the Internet for commercial purposes Use the Internet for illegal purposes Willfully destroy or vandalize other people's work, computers or programs and files

STUDENT DISCIPLINE

Good discipline in the school is extremely important to the school program. For without good discipline, the school cannot discharge its responsibility in the development of good citizenship. Without good discipline, students cannot realize their greatest opportunities for growth and learning.

The Scituate School Committee recognizes the right of a student to receive an education. Our school exists for this purpose. In recognition of this basic right of students, it becomes the responsibility of the school authorities to provide and maintain a suitable environment for learning. The school committee expects that the school's administration will do everything in its power to maintain and facilitate the educational program so that the individual needs of each student are met to the greatest possible degree. It becomes the responsibility of each student to conduct himself in such a way to promote a positive and safe learning environment for him and others. Standards of good citizenship are expected of all students. Individual conduct shall reflect consideration for the rights of others; respect for persons and property; and conform to school rules and regulations so to maintain a proper school environment.

MIDDLE SCHOOL DETENTION POLICIES AND PROCEDURES

Detention will be held each week, Monday through Thursday from 2:20 P.M. to 3:45 P.M. in announced rooms. Students should arrive at detention prepared with books, coats, etc. for dismissal to late buses. The detention supervisor will issue late bus passes. At dismissal, students are to report directly to the announced room. Tardiness to detention (after 2:20 PM) will be addressed on an individual basis with consequences ranging from additional detention to Alternative Learning Center. Subsequent offenses will result in out-of-school suspension and/or a parent conference. Student behavior during detention is expected to be exemplary. Students will not be allowed to leave detention for any reason. All school rules will apply to detention. Students violating rules during detention will be disciplined according to the following:

1st Offense – according to the severity of the offense - additional day of detention or Alternative Learning Center at the discretion of the administration

2nd Offense* - 1 day out of school suspension with parent conference

* (student dismissal from detention to office)

Subsequent offenses will result in additional days of out-of-school suspension assigned.

Cutting detention (absent without permission)

1st Offense - 2 additional hours of detention

2nd Offense - 1 day ALC with parent conference.

Subsequent offenses will result in additional days of out-of-school suspension assigned.

AFTER SCHOOL DETENTION RULES

- 1) Detention begins promptly at 2:20 P.M. If you arrive late, then you will serve your detention **and** an additional night's detention.
- 2) Students must stay until their late bus is called, the last late bus is called, or 3:45 P.M. whichever comes first. Do not ask to leave before then. Let your ride know that you will be staying until 3:45. Detention pick-up is at the middle school entrance only (the door by guidance).
- 3) Make sure that you have all of your belongings before entering detention. If you take a late bus **you will not have time to return to your locker after you leave detention.**
- 4) Use the restroom and/or get a drink before entering detention. If you leave to go to the lavatory, you must stay for the current night and serve an additional night of detention.
- 5) You may not leave detention to make a phone call home. If you choose to do so, then you must stay for the current night and serve an additional night of detention. Tell your parents in advance that you will be staying for detention.
- 6) When you arrive in detention you will be assigned a seat. **You must remain in that seat for the entire time.** Do not get up from the seat to dispose of trash, sharpen your pencil, get a book, ask a question, etc. There is **NO** roaming around the room. If you have a problem, raise your hand and wait to be called on.
- 7) There is **NO** eating, chewing gum, or drinking in detention.
- 8) No jackets, hats, hoods, or sunglasses will be worn in detention.
- 9) There is no talking, passing notes or communicating between students of any kind.
- 10) No electronic devices (cell phones, iPods, mp3 players, etc.) of any kind may be used. **All cell phones must be turned off – this means NO VIBRATE MODE may be used.** Any electronic device that is seen or heard will be confiscated.

- 11) You may not close your eyes, put your head down on the desk, or lay your head back. There is no sleeping or resting in detention.
- 12) Homework assignments and reading books are acceptable activities for detention. There will be no drawing, doodling, reading of magazines, or any other activity deemed inappropriate by the detention proctor. If you come unprepared, then you will be instructed to complete an assignment given by the detention teacher (for example, copy pages from the dictionary or your agenda).
- 13) All school rules still apply in detention.

The first time that you are asked to leave detention for inappropriate behavior, you will be assigned 2 additional nights of detention or ALC. This is at the discretion of the administration.

The second, and subsequent time(s) that you are asked to leave detention for inappropriate behavior, you will be assigned ALC or you will be suspended out of school. This is at the discretion of the administration.

TARDINESS TO SCHOOL

Students, upon arrival to school on their respective buses or by motor vehicle, are to report to either the high school cafeteria (grade 8) or to the middle school cafeteria (grades 6 & 7) where they are to wait until dismissed to homerooms at 7:40 AM. Students are not to loiter in the high school, parking lots, nor leave school grounds once they have arrived. Students are to be in their homerooms by 7:50 AM. Students arriving to homeroom or school after this time will be recorded as tardy. Students who arrive after the completion of homeroom must report to the Office of the Principal.

Note: The consequences for excessive tardiness to school are being reviewed and not completed as of the printing of the handbook. An addendum will be given to students on the first day of school.

Parental notes for tardiness will be accepted only in emergency or unusual cases. Such cases include a medical appointment, attendance at a funeral, or any other reason deemed legitimate by the school office.

TARDINESS TO CLASS

Students have five minutes to travel from one class to the next. Students are expected to proceed directly from one class to the next. The five-minute passing time is not free time for students to use as they please. Teachers will monitor student tardiness to class. Students who have been tardy to class more than three times in a semester will be referred to the Principal's office for disciplinary action.

Note: The consequences for excessive tardiness to class are being reviewed and not completed as of the printing of the handbook. An addendum will be given to students on the first day of school.

Parental notes for tardiness will be accepted only in emergency or unusual cases. Such cases include a medical appointment, attendance at a funeral, or any other reason deemed legitimate by the school office.

CLASS CUTTING

Attendance to all assigned classes, including lunch, is mandatory. Unauthorized absence from class (class cutting) will result in disciplinary action by administration. Students who cut class will receive a zero for work missed and be disciplined as follows:

1. 1st offense: three (3) hours of after school detention
2. 2nd offense: four hours of after school detention
3. 3rd offense: ALC combined with four hours of after school detention; or out of school suspension

ABSENCE FROM SCHOOL

When a student is absent from school, he/she is required to bring in a note signed by a parent stating the dates absent and the reason for the absence. Examples of valid reasons for absence are illness, religious holidays, and funerals. This note is to be given to the student's homeroom teacher within 48 hours of the student's return to school. Any unexcused absence from school (truancy) will subject the student to the penalties outlined below.

Excessive absences from school and/or class seriously effect student learning and are a drain of the resources of the teachers and school administration.

TRUANCY

Students absent from school without parental permission and a valid excuse will be considered truant. Truancy will be handled in the following manner.

1. 1st offense: six (6) hours of after school detention – one for each class period missed
2. 2nd offense: one (1) day of ALC combined with six (6) hours of after school detention
3. 3rd offense: two (2) days of ALC combined with six (6) hours of after school detention; or out of school suspension

EARLY DISMISSAL

If a student needs to leave school early, the student must present a note requesting permission signed by a parent or guardian. **This note must contain the date and time of dismissal, reason for dismissal, and a telephone number for verification. Students will only be released to adults listed on file at school as emergency contacts.** Adults must come into the middle school office to pick-up students for early dismissal. Students will be excused early for only valid reasons, which include medical appointments and funerals. **No dismissals will be honored over the telephone. At no time is a student to leave school grounds without prior administration approval.** Leaving school without permission will result in disciplinary action, which can include suspension. Students dismissed early on the day they are to participate in any school activity, athletics, concerts, et cetera, must return to school by 1:30 PM in order to be eligible for participation. Students are to report to the Principal's Office upon returning to school.

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills are held regularly throughout the year. At the sound of the fire bell, each class leaves the building immediately through the exit designated for that particular location, and proceeds to a specific location outside the building. You should know the exit and passing routes designated for the various rooms in which you are scheduled throughout the day. You should walk quietly and as rapidly as possible, showing general courtesy and serious attitude toward the drill. This results in the school being cleared in the shortest possible time. Once outside, you are to get in line with your class and teacher for attendance purposes and await further instructions.

STUDENT DECORUM

Community expectation of the middle school includes the expectation that students will practice good manners and conduct while in school and while in attendance at such school sponsored activities as athletic contests, assemblies, concerts, field trips, formal and informal dances, etc. It is therefore important that school rules include regulations that delineate standards of acceptable student conduct necessary to preserve educational decorum. It is therefore expected that:

- (a) Students will refrain from placing their hands on other students or displaying overt affection, i.e., kissing, hugging, etc.;
- (b) No sitting on the floors of corridors or classrooms as well as upon tables and desks;
- (c) No shouting; no use of profanity or offensive language; no rough play or fighting; no destructive behaviors toward school properties or individual properties; and, of course, adherence to all school rules.
- (d) Respectful attitude and conversation toward all members of the school community – faculty, students and administration is expected from all within the school.

The same expectations that exist for school behavior also exist for classroom behavior. Additionally, the teams and classroom teacher will establish whatever other policies and procedures that are felt to be appropriate to their

particular setting and subject in compliance with the general rules of the school. Failure to comply with the above will result in disciplinary action.

STUDENT DRESS

Scituate Middle School encourages students to dress and groom themselves in an appropriate manner. Any dress or appearance that clearly constitutes a threat to health or safety to students or disrupts the educational process is prohibited. We realize that the responsibility of dress is primarily a matter for both the student and parent. However, we expect that each student would wear such attire that does not offend modesty. Therefore, certain guidelines are noted below:

1. that Bermuda shorts will be acceptable attire BUT running shorts, cut-offs, silk shorts, spandex or short shorts will not be permitted;
2. that all shirts and blouses must fully cover the waist and undergarments and mid-area is to be covered at all times;
3. that no hats or outdoor jackets or coats are to be worn in the building except with the permission of the principal where special medical circumstances exist;
4. that no clothing with messages that mention alcohol, drugs violence, sex, profanity, scatology or hate language including illustrations or symbols of the same, or illustrations or symbols that are derogatory may be worn;
5. that sun glasses may not be worn in school unless medical reasons exist;
6. that muscle shirts, tank top shirts, T-strap shirts and mesh shirts, if worn, must be accompanied by another shirt or blouse worn at the same time;
7. that no garment or accessories shall be worn which can contribute to unsafe classroom conditions, or which are designed as potential weapons; and
8. Interpretation of these rules shall be in the sole discretion of the Principal or Assistant Principal.

SMOKING

The Rhode Island Smoke-Free Schools Act and Scituate School Committee policy prohibit students from smoking in school buildings, on school grounds, and while traveling on buses to and from school and at school-sponsored activities. The hazards of smoking are well documented. It shall be the purpose of this policy to set standards and guidelines which will assure school district compliance with state employees, and the general public and creating an environment which serves to reinforce its efforts in the teaching about the hazards of smoking.

Any student found in violation of the above policy will be subject to the following disciplinary action:

- (a) 1st offense: 6 hours of after school detention and referral to Guidance
- (b) 2nd offense: one (1) day of ALC combined with six (6) hours of after school detention, parent conference, and second referral to Guidance
- (c) 3rd offense: three (3) days of out-of-school suspension, (suspension will be revoked if student enrolls in a smoking-cessation program at his/her expense)

ALTERNATE LEARNING CENTER (ALC) POLICY

The **ALTERNATE LEARNING CENTER** starts at 8:00 **am.** and ends at 3:30 pm.

1. Students placed in the **ALTERNATE LEARNING CENTER** are to report to the **ALC** Room (A-8) immediately after homeroom, bringing with them the materials and books they will need for that day. **No personal reading material is allowed.**
2. Assignments will be requested from teachers. Students will be given these assignments at the appropriate period of the day. Failure to do the assigned work will result in a zero (0) for that work. **ANY STUDENT NEEDING SERVICES PROVIDED FROM THE SCHOOL SUCH AS RESOURCE HELP, VISITS FROM THE GUIDANCE COUNSELOR, SCHOOL PSYCHOLOGIST AND OR THE STUDENT ASSISTANCE COUNSELOR WILL BE PROVIDED THOSE SERVICES DURING THE TIME THEY ARE IN THE ALTERNATE LEARNING CENTER (ALC).**

3. **A CERTIFIED TEACHER WILL BE AVAILABLE AT LEAST ONE PERIOD DURING THE DAY TO PROVIDE SUPERVISION TO ANY STUDENTS ASSIGNED TO THE ALC ROOM.**
4. Students will remain seated and quiet unless otherwise instructed by the supervisor. Students will not be allowed to sleep.
5. Students will eat during the first lunch period. Students will only be allowed to eat or drink at lunchtime.
6. As a group, students will be allowed to go to the lavatory at three designated times: 10:15 am., 12:30 pm., and 1:40 pm.
7. Excluding lunch time and lavatory times, students will not be allowed to leave the **ALC** Room unless authorized by an administrator.
8. Any student who exhibits disruptive behavior and fails to obey the instructions of the supervisor will be removed from the **ALC room** and sent to the office. A parent will be contacted to come and remove that student from school. If a parent cannot be contacted or is unable to come to school, that student will remain in the office until the end of the day. That student will not be allowed to return to school until a parent conference is conducted with an administrator. An additional day of **ALTERNATE LEARNING CENTER** or out of school suspension will be assigned.
9. Students forfeit the opportunity to participate in athletics or other extracurricular activities or to be on school grounds after hours during the day(s) assigned to **ALC**.

MISCONDUCT CONSTITUTING GROUNDS FOR SUSPENSION

The following types of offenses could lead to suspension from school:

- (1) Truancy from school;
- (2) Excessive tardiness to school and to class;
- (3) Failure to attend Detention as assigned;
- (4) Cutting classes;
- (5) **Physical attacks upon other students (fighting)**
- (6) **Physical attacks upon school staff and personnel;**
- (7) Use of obscene or profane language directed toward other students or school staff members;
- (8) Threatening or assuming a threatening attitude toward students or school staff members;
- (9) Leaving school grounds without permission during regular school hours (including lunchtime);
- (10) Smoking in school buildings or on school grounds; possession of smoking paraphernalia;
- (11) Failure to carry out the reasonable directions of a staff member acting in an official capacity relative to duties assigned;
- (12) **Possession of any kind of weapon such as a knife, a gun, a blackjack, etc., in school , on school grounds, or at school sponsored events.**
- (13) Destruction of school property;
- (14) **Verbal and/or physical harassment of other students or teachers;**
- (15) Repeated violations of existing rules and incorrigible classroom behavior;
- (16) Any other offense the administration deems necessary.

A parent conference is necessary for readmission in each of the above cases.

Students who engage in behaviors described in 5, 6, 12 and 14 subject themselves to serious consequences, which, in addition to possible exclusion and immediate removal from school, could include the involvement of the police. These behaviors seriously disrupt the educational climate and present a threat to the safety and welfare of staff and students.

Students are not allowed to participate in any school activity nor be present on school grounds during their suspension.

STUDENT POLICY ON VIOLENCE AND WEAPONS

The Scituate School Committee recognizes the rights of all students to be educated in a safe and nurturing environment. To this end the Scituate School Committee will provide and maintain a school environment that is conducive to learning. The Scituate School Committee and administration expect students to respect and meet the behavioral expectations of the district. These include respect for the rights and property of other students, school

staff and the community. It is also expected that the students will resolve conflicts through non-violent means. Therefore, the Scituate School Committee establishes a zero tolerance policy for weapons and violence in the schools. Possession of or use of any kind of weapon, including but not limited to guns and knives, in school or on school grounds or at school activities (e.g. field trips, athletic events) will result in disciplinary action which may include suspension, exclusion and/or expulsion from the district. Furthermore, anyone involved in such behavior will be referred to the Scituate Police. Implementation of this policy shall be in accordance with due process requirements applicable to regular or special education students as the case may be.

ABUSE OF CONTROLLED SUBSTANCE/ALCOHOL

Any student in possession of, using, under the influence of, delivering or selling any controlled substance or alcohol, representing any substance as an illegal substance, or possessing drug paraphernalia on school grounds or while representing the school or participating in a school sponsored activity will be subject to severe penalties. Controlled substances are as defined by General Laws of Rhode Island 21-26.

Any student violating this section with respect to Schedule I, II, or III controlled substances other than marijuana shall be subject to the following penalties:

First offense: not to exceed ten (10) days out of school suspension by the Superintendent or Principal.

Any subsequent offense will be referred to the School Committee which may suspend for more than ten (10) days out of school or may expel.

Additional penalties. Any student who is suspended pursuant to the above shall also be suspended for a period of time not to exceed ninety (90) days plus intervening non-school days from participating in or attendance at any after school or extra-curricular activity including graduation ceremonies, except after school detention or extra academic help.

Any student violating this section with respect to alcohol or any Schedule IV or V controlled substances or marijuana shall be subject to the following penalties:

First offense not to exceed five (5) days out of school suspension by the Superintendent or Principal.

Second offense not to exceed ten (10) days out of school suspension by the Superintendent or Principal.

Any subsequent offense will be referred to the School Committee, which may suspend for more than ten (10) days out of school or may expel.

Additional penalties Any student who is suspended pursuant to the above shall also be suspended for a period of time not to exceed forty-five (45) days from participating in, or attendance at, any after school or extra-curricular activity, including graduation ceremonies, except after school detention or extra academic help. Whenever in the judgment of the Superintendent an offense which ordinarily provides for a suspension not to exceed (10) days is so flagrant or serious as to render the penalty inappropriate, the matter shall be referred directly to the School Committee which may suspend for more than ten (10) days out of school or may expel.

SUSPENSION AND EXCLUSION

The Superintendent or Principal may temporarily suspend any pupil on account of disobedience or misconduct and in accordance with school rules. The Scituate School Committee, after a proper hearing, may exclude any student for such a time as it may determine, or permanently expel him. School Committee policy states that any student who has reached his/her sixteenth birthday may be excluded from school for improper conduct. Suspensions for ten (10) days or less may be made by the Superintendent or Principal. Suspensions for more than ten (10) days and expulsions shall be made by the School Committee. No handicapped child as specified by the Rhode Island Board of Regents Guidelines shall be excluded, suspended or withdrawn from school for reasons deriving only from the handicapping condition. The sole exception to this regulation shall be made by the Superintendent of Schools. A child so excluded shall be afforded home tutoring and counseling therapy as determined by the evaluation team in an effort to determine a reassignment to a program which can better meet the specific needs of the child.

FOR SUSPENSIONS OF TEN (10) DAYS OR LESS

- (a) that the student be given oral or written notice of the charges against him/her;
- (b) that if the student denies the charges, the student be given an explanation of the evidence the authorities possess;
- (c) that the student be given the opportunity to present his/her version;
- (d) that notice and hearing generally should precede the student's removal from school but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable;
- (e) that in the event a student has not attained the age of eighteen (18), notice containing the reason for suspension and the duration thereof be given to the parent(s) or legal guardian. Such notice shall be given in the parents' spoken language, unless it is clearly not feasible to do so.

FOR SUSPENSIONS OF MORE THAN TEN (10) DAYS AND EXPULSIONS

Prior to suspension or expulsions, except for such time as not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus **justifying immediate removal from school, the necessary notice of hearing shall follow as soon as practicable.**

The student shall be afforded:

- 1. a clear written statement of the reason for suspension or expulsion;
 - 2. notice of the right to prompt public or private hearing at the student's election and the right to be represented by counsel at such hearing; and
 - 3. if a hearing is requested, the student shall be given a prompt notice, setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation, without undue delay.
- (b) In the event a student has not attained the age of (18) the parent(s) or legal guardian shall be afforded the procedures stated in Sections 1, 2 & 3 above. Such notice shall be written in the parent's spoken language, unless it is clearly not feasible to do so.
 - (c) The student shall be afforded a hearing at which the student shall have the right to:
 - 1. representation and participation by counsel and
 - 2. cross-examine witnesses and to present witness in his or her behalf
 - (d) There shall be a complete and accurate stenographic or electronic record of the hearing including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
 - (e) The student shall be furnished a copy of the record without cost.
 - (f) A written decision shall be rendered within a reasonable time.
 - (g) The student shall promptly be provided with a copy of said decision.
 - (h) A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

SCHOOL BUS RULES

The basic premise that must be understood is that the riding of a school bus is not an absolute right but a conditional right. A student does not ride a bus under any conditions, but under reasonable rules established by the governing authority or designee. Should the student violate any rules, he/she does so at his/her own peril.

The following rules are to be posted in each bus:

1. On entering bus, move in an orderly manner to your seats;
2. Sit three in a seat when necessary and remain seated;
3. Do not stand in front of the front steps of the bus. This interferes with the driver.
4. Do not eat on the bus.
5. Keep your voice down—no loud talking or shouting;
6. A bus driver has the same authority in his bus as a teacher in his classroom. Passengers who do not obey bus regulations will not be transported;
7. Smoking is prohibited at all times.

Students failing to cooperate with these rules would be penalized as follows:

1. There is a one to two-week suspension from bus privileges on the first offense for carrying weapons, use of profanity, use of firecracker, causing open flame, smoking, fighting, malicious damage to buses, and throwing articles out of or in the bus;
2. Other offenses such as undesirable behavior and petting may result in a warning on the first offense and loss of bus privileges on the second offense; the length of time to be determined by the building principal up to a maximum of two weeks.

Out of town pupils will deal directly with the Superintendent of Schools.

All rules will pertain to field trips and school sponsored functions.

Each student is required to return a copy of the rules, signed by a parent, to his respective bus driver. Failure to do so will result in suspension of bus privileges until a signed copy is returned.

School bus complaints will be made on a school bus complaint form by the bus driver, parents, or students. These forms are given to the building principal for action. If a student is suspended from riding the bus, several days of grace time may be given in order that parents have an opportunity to arrange transportation for their child who must attend school under the school attendance laws.

STUDENT GRIEVANCE PROCEDURE

Title IX of the Education Amendments of 1972 states:

“No person...shall on the basis of sex, be excluded from participation in, or be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance..”

In accordance with the Regulations for implementing Title IX of the Education Amendments of 1972, the Scituate School Department established the following procedures for resolving student complaints:

Section 1. Definitions

“Days” means school attendance days; actual working days for complaints filed by non-teaching staff.

“Department” means the Scituate School Department.

A “Complaint” is a charge alleging an action or inaction by the department which violates Title IX or the implementing regulations for Title IX of the Education Amendments of 1972

“Title IX Coordinator” means that employee designed by the department to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the implementing regulations.

“Student” means a person enrolled in one of the schools operated by the department.

“Principal” means the chief administrator of the school building.

“Non-teaching staff” - all positions not covered by state certification bureau.

Section 2. Procedure

All complaints by students shall be handled in the following manner:

Step One – Building Level

A. Within fifteen (15) days of the time that the student or parent knew or reasonably should have known of the alleged violation or within ten (10) days of the publication of this complaint procedure, whichever is later, the complainant shall present the complaint in writing to the building principal.

Such written complaint(s) shall include:

1. Name the student(s) involved.
2. State the facts giving rise to the complaint and the date(s) of the alleged violation.
3. Identify the specific provision of Title IX or the implementing regulations alleged to be violated, and
4. Indicate the specific relief requested.

Specific forms for Title IX complaints are available in each school office, the administration building, and from the Title IX Coordinator.

B. Within ten (1) days after the presentation of the complaint, the principal shall answer the complaint in writing to the complainant and the Title IX Coordinator or Designee.

Step Two – Title IX Coordinator

A. Within five (5) days of the decision rendered by the building principal in step one, the complainant, if not assisted with said decision, may present the written complaint, along with any additional relevant information, to the department's Title IX Coordinator or Designee.

B. Within ten (10) days after receiving the written complaint, the Title IX Coordinator or Designee shall give an answer in writing to the complainant and the building principal.

Step Three – Superintendent

A. Within five (5) days of the receipt of the Title IX Coordinator or Designee's resolution in step two, and appeal may be made to the Office of the Superintendent by filing the complaint, the Principal's and the Title IX Coordinator's replies along with any relevant information to the complaint, at the office of superintendent.

B. The superintendent shall hear the complaint within ten (10) days after the receipt of any written complaint properly file with his/her office. The complainant shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the complainant and may be represented by counsel or other spokesman.

C. The superintendent shall render a decision in writing within five (5) days of such hearing to the complainant, the Title IX Coordinator or Designee, and the building principal. The superintendent shall advise, as a part of the decision, further courses of action open to the complainant.

Section 3. Failure to Observe Time Limits

In the event that complainant fails to exhaust remedies under the complaint procedure provided above, or to abide by the time limits with respect to each step, the complaint shall be presumed to be abandoned and the matter shall be settled in accordance with the department's last answer thereto. In the event that the department fails to give its answer at any step with the time limits prescribed, the complainant shall have the right to proceed immediately to the next step. Any time limit may be extended by mutual agreement of the complainant and the department.

Section 4. Effect of the Settlement

Any settlement or offer of settlement of a complaint shall be applicable to that complaint only and shall not be a binding authority for the disposition of any other complaint.

Section 5.

Inquiries relative to the complaints or actual complaints or discrimination may also be made by contacting the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C.

20201, or, the Regional Office for Civil Rights, Department of HEW, Boston, MA 02203. The Scituate School District, contact person for any complaint regarding Title IX guidelines is **Dr. Lawrence Filippelli, Assistant Superintendent, Scituate School Department, 197 Danielson Pike, North Scituate, RI 02857. Telephone (401) 647-4100.**

POLICY ON SEXUAL HARASSMENT

THE POLICY

- A. It is the policy of the Scituate School Department to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any member of the Scituate School Department staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass staff or other students through conduct or communications of a sexual nature as defined in Section II.

DEFINITIONS

- A. Sexual harassment shall consist of unwelcomed sexual advances, requests for favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to staff member or other student.
 - 1. Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment or education, or when;
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when;
 - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:
 - 1. verbal harassment or abuse-pressure for sexual activity
 - 2. repeated remarks to a person with sexual or demeaning implications
 - 3. unwelcomed touching
 - 4. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

PROCEDURES

- A. Any person who alleges sexual harassment by any staff member or student in the school department may complain directly to his or her immediate supervisor, building principal, or the school department's affirmative action officer, **Dr. Lawrence Filippelli (647-4100)**. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status or will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school department's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

SANCTIONS

- A. A substantiated charge against a staff member in the school department shall subject such staff member to a disciplinary action, including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code.
- C. Given the nature of the type of discrimination, the Town of Scituate also recognizes that one found guilty of false accusations will be subject to the same severe disciplinary action applicable to one found guilty of sexual harassment.

NOTIFICATIONS

Notice of this policy will be circulated to all schools and departments of the Scituate School Department on an annual basis and incorporated in teacher handbooks.

STEPS TO TAKE

- A. If you feel you have been sexually harassed:
You should verbally tell the co-worker to stop the offensive behavior.
- B. If the co-worker does not stop the offensive behavior, you should then make a complaint to ONE of the following:
 - 1. Your immediate supervisor
 - 2. A supervisor other than your direct supervisor
 - 3. Your department chairperson
 - 4. Building Principal's
 - 5. You should make the complaint to the person with whom you feel most comfortable.
- C. When making the complaint you must provide specific facts concerning the offensive behavior. These facts should answer the following:
 - WHO** committed the offensive behavior?
 - WHAT** was the specific behavior?
 - WHEN** and **WHERE** did the incident(s) occur?
 - WERE** there any witnesses?
 - Did the incident occur more than once?
- D. If the person receiving the complaint is someone other than **Dr. Lawrence Filippelli**, Affirmative Action Officer, that person should promptly contact Dr. Filippelli with the facts. It is the responsibility of the Affirmative Action Officer to conduct an investigation to verify the facts of the complaint.
- E. If you have reason to believe an investigation is not being conducted, you should contact the Affirmative Action Officer or Building Principal.

Inquires regarding compliance with laws related to sex discrimination and handicapped accessibility are to be directed to Dr. Lawrence Filippelli, Assistant Superintendent, Scituate School Department, 197 Danielson Pike, North Scituate, RI 02857, Telephone 401-647-4100. The Scituate School Department names Dr. Lawrence Filippelli as the Equal Opportunity/Affirmative Action Officer. Inquires may also be directed to Mr. Robert L. Bailey IV, Coordinator, Office of Civil Rights in Education, 22 Hayes Street, Providence, Rhode Island, 02908, Telephone 401-277-2648 and Regional Director, Office of Civil Rights, U.S. Department of Education, J.W. McCormick Building, MA 02109, Telephone 617-223-9687.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT(FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920