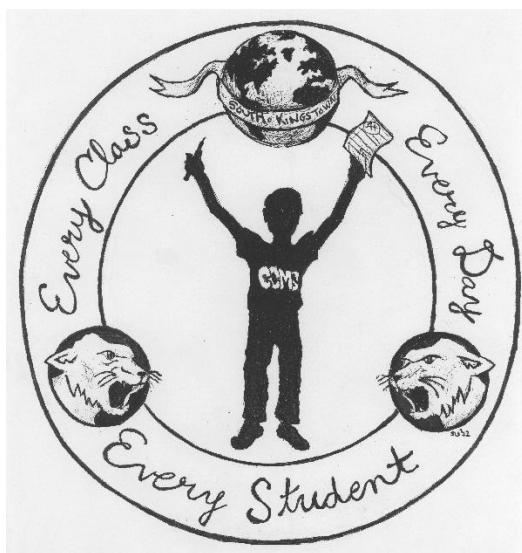


Curtis Corner Middle School



Student Handbook

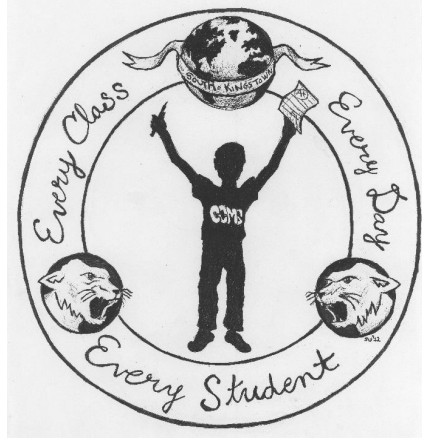
2022 – 2023

“Every Student, Every Class, Every Day”

Mrs. Patricia Aull – Principal

Mr. Jonathan Devolve - Assistant Principal

Mr. Mahlik Handley – Dean of Students



Curtis Corner Middle School

301 Curtis Corner Road
Wakefield, Rhode Island 02879
Phone: (401) 360-1333
Fax: (401) 360-1334

<http://cc.skschools.net>
<http://twitter.com/CurtisCornerMS>

CCMS Contact Information

CCMS Main Office – (401) 360- 1333
CCMS School Nurse – (401) 360-1348
CCMS Guidance Counselor - (401) 360-1349
CCMS School Psychologist – (401) 360-1339
CCMS School Social Worker – (401) 360-1383
CCMS Student Assistance Counselor – (401) 360- 1374

Other Contact Information

Central Administration Office (401) 360- 1300
Superintendent of School – (401) 360-1307
Director of Pupil Personnel – (401) 360-1200
Athletic Director – (401) 360-1017
Ocean State Transit Bus Company – (401) 284-3920
Chartwells Food Services – (401) 360-1055

Program Organization

Curtis Corner Middle School is organized in the middle school concept of interdisciplinary teams. An interdisciplinary team consists of four teachers inclusive of the academic subject areas: Language Arts, Mathematics, Science, and Social Studies. These teachers commonly instruct one group of students. All students participate in Physical Education and Health classes. Unified Arts classes that students may also have in their schedule during the year are: Art, Digital Art, Computer Literacy, Media Literacy, Applied Literacy (Writing), Coding, Band/Orchestra/Chorus, Fitness, Music Appreciation, and World Language (French or Spanish). Students may also participate in support classes, such as Direct Reading and Skill Mathematics. **An Open House to explain our school programs and to meet the teachers will be held shortly after school opens. Parents will be notified via email of the date.**

Arrival at School & Attendance ([SC Policy 8415](#))

Arrival

Our school day starts at 7:26 AM and ends at 1:56 PM. Students should not arrive at school before 7:10 AM. **Doors will be open at 7:10** and supervision will be provided for students at that time. Students are expected in class by the 7:26 bell. Every student is required by law to attend each day that school is in session.

Attendance

8415: Rhode Island state law 16-19-1 requires all students between the ages of six and eighteen years to be registered in and attend school regularly.

Studies show a positive correlation between good school attendance and academic success. Absenteeism, tardiness and early dismissals disrupt the continuity of learning. Attendance at school is part of a student's permanent records and parents/guardians are urged to assist the school by supporting the attendance policy. It is the responsibility of the parent or guardian to encourage and monitor school attendance, report absences according to the attendance policy, and work cooperatively with the school to solve any attendance issues.

Encouraging regular school attendance is a multi-pronged effort, including:

- Establishing a school environment that engages students
- Having all students known and monitored by at least one adult
- Clearly articulating the expectation that students will attend school
- Having consequences that encourage students to attend school
- Understanding and responding to why a student is not attending school

This school district policy attempts to establish a set of standards that will ensure consistency across the district, while also allowing a school's administrative personnel the flexibility of individual response.

Excused Absences:

Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, family emergencies (to be approved by an administrator), doctor or medical professional excused illness or injury (*a note from a doctor or medical professional must be submitted within 3 days of the absence*) or funerals, and acute or chronic illness.

Acute Illness: When a student has a medical need that does not require ongoing/long term care, (i.e.: knee surgery, etc.). A note from a doctor or medical professional must be given to the school. Subsequent absences due to the nature of the care will be considered excused. Families must give the reason for absence(s) due to the nature of the illness or follow-up care.

Chronic Illness: A student that requires continued medical care with a doctor or medical professional, (i.e.: type II diabetes), must provide documentation at the onset of treatment. Subsequent absence(s)

due to the nature of the illness or follow-up care will be considered excused. Families must give the reason for the absence(s) due to the nature of the illness or follow-up care.

All students are expected to attend school. Appointments with doctors, dentists, etc. should be made at times other than during school hours. Students absent due to illness or suspension on the day of a school-related activity (e.g., athletic event, drama, dances, etc.) **may not attend that activity**. Extenuating circumstances may be presented to an administrator for consideration.

Unexcused Absences:

Every absence is considered “unexcused” even when a phone call by the parent/guardian has been received stating the specific reason for the absence by the attendance office. For an absence that is 1 or more days in length to be considered excused, a note from a doctor or medical professional must be received within 3 days of the absence. Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. The number of days missed will be counted as unexcused absences. Teachers are not responsible for preparing school work that a student will miss during a vacation that is not scheduled during school vacation periods.

Please note: Parental/guardian permission in and of itself is not recognized as legitimate reason for absence.

Tardies:

Any tardies (both excused and unexcused) in excess of five (5) in a quarter will result in a student being assigned one detention per tardy. Continued violations may result in a referral to the Truancy Officer and/or Truancy Court. Parent/guardian will be notified of all subsequent tardies per quarter. Students tardy to school must report to school according to school handbook procedure with a valid excuse to be eligible to participate in extracurricular and co-curricular activities. Students arriving after the time noted in the school handbook must have a doctor’s note or other documentation specifying why the student arrived after this time.

Truancy:

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

Intervention Process:

The administration will notify parents/guardians of excused absences, unexcused absences, tardies and/or early dismissals. Parent/guardian is required to call the school to report their child’s absence prior to the start of school. The school attendance office will attempt to contact the parent/guardian regarding absences if the school has not been notified.

- **First Stage:** Whenever a student is absent without parent/guardian notification, the school will contact his/her parent/guardian to ascertain the reason. When a pattern of absenteeism, tardy or early dismissals develop, resources within the school will be utilized to improve the attendance.
- **Second Stage:** A minimum of five (5) cumulative unexcused absences, tardies and/or early dismissals may prompt a telephone call and/or written letter to the parent/guardian requesting an explanation. An internal review by the principal and/or support personnel may occur depending upon circumstances.
- **Third Stage:** After ten (10) cumulative unexcused absences, tardies and/or early dismissals a letter will be sent and/or a conference will be scheduled with parents/guardians, the student, the principal/designee and other professionals, as needed. A referral may be made to the Truancy Officer.

Early Dismissals:

By Rhode Island State law, dismissal from school for any reason are considered part of a student's attendance record. In keeping with our efforts to maximize instructional time, early dismissal from school is discouraged, and will be granted only for business that cannot be conducted after the close of school. Reasons for early dismissal shall be limited to: illness, doctor's appointments, court appearance, family emergency verified by the parent/guardian, educational reasons given prior approval by the school administration.

- A written request for early dismissal signed by the student's parent/guardian must be presented to the office on the day of the early dismissal. Parental phone calls requesting an early dismissal are discouraged and must be approved by the Principal/Designee only in the event of emergencies.
- This request must contain the child's first and last name, date, time, reason for dismissal, telephone number for verification, and parent/guardian signature.

The nurse is responsible for early dismissals due to illness, and parent/guardian verification prior to dismissal is required.

Missed Assignments for Excused Absences:

The teacher and/or guidance department can work with the student and family to coordinate a mutually agreeable timeline for work to be completed.

Appeal Process for Attendance:

Students and/or parents/guardians who feel aggrieved because of action taken as a result of any section in these regulations may appeal said action to the school administration level at which the action was taken. Further appeals may be taken to the Superintendent of Schools and finally to the School Committee. Further appeals after the School Committee decision may be taken through the process as defined in Title 16 of the General Laws of Rhode Island.

Academic Dishonesty/Plagiarism/Forgery

Academic dishonesty is any type of dishonest act on an academic exercise submitted for evaluation..

Plagiarism is the 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. Therefore, it is important to document all sources

Plagiarism is categorized as a major infraction and will be addressed by disciplinary action, which may include but not limited to

- Re-doing the assignment
- Receiving a zero on the assignment
- Detention.

Signing of another person's name on a document is considered forgery and subject to disciplinary action.

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. Notification will also be given to the principal, assistant principal and school 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 or assistant principal will result. A student involved in repeated incidents of cheating will be subject to suspension.
-

After School Activities

Curtis Corner Middle School offers many extra-curricular activities including clubs, dances, interscholastic athletics, and intramural athletics. Activities are conducted after school on announced days. Examples of intramural sports are: basketball, bowling, floor hockey, golf, and tennis. Examples of clubs are: art, SMART, walking club and yearbook. Although each activity may have its own requirements, some general rules do apply to all activities.

- If a student is absent from school, he/she may not participate in, or be a spectator to, any activity that day. Note: if there are unusual circumstances related to this, please inform the principal/assistant principal in advance.
- Any student who disrupts an extra-curricular activity, either as a participant or a spectator, may be removed from the activity. The student may be suspended from future activities and/or be subject to further disciplinary action according to school procedures and policies.
- Intramural and club forms must be completed and signed by both student and parent prior to the student participating in the activity.
- If a student is not riding the late bus, they must be picked up no later than 3:15 or at the conclusion of the activity

Athletics

rSchool Today

All athletes interested in participating in interscholastic athletics during any season, must have paperwork, **Registration Form, Physical, Assumption of Risk Form, School Insurance**, completed before the first day of practice. Paperwork can be found on <https://southkingstown-ar.schooltoday.com/>

Interscholastic Athletics

Students trying out for Interscholastic Athletics must complete the Interscholastic Sports Packet which includes a current physical exam, waiver, insurance, health questionnaire and demographic information. Packets are available on the CCMS website. Academic requirements for Interscholastic Athletics follow the RIPCOA rules: if a student fails more than one subject during a quarter, they may not participate in athletics the following quarter. Please contact the SK Athletic Director at 360-1011 for more information.

A2E Policy: Middle School Access to Excellence ([SC Policy 8335](#))

Code of Conduct for Student Athletes

Expectations for all student athletes: Student athletes compromise their participation in athletics when they use substances. Student athletes who experiment with or possess, consume or distribute alcoholic beverages and/or illicit substances jeopardize program morale, reputation, and success. They do physical harm to themselves and risk personal injury and harm to others. Student athletes must make the commitment not to possess, consume or distribute alcoholic beverages and illicit drugs and to refrain from being in the presence of such substances. In order to ensure the highest possible standards of learning, as well as assuring the maintenance of the highest possible level of safety, health, and well-being for all student athletes, the South Kingstown School Committee endorses a chemical health policy which: Provides student athletes with information and activities focused on preventing them from possessing, consuming and distributing alcoholic beverages and illicit drugs. Prevention activities will be centered on instructional programs, guidance and counseling, school climate, and family and community involvement. Contains restorative measures. Takes active disciplinary action when necessary.

Behavior

Expectations

It is impossible to anticipate all of the situations that may occur in a middle school, but this handbook attempts to outline the most important disciplinary guidelines for our students. The school rules that follow and the district-wide policies outlined in Policy 8315 and 8305, are based on the premise that each student has a right to learn in a safe and orderly environment. Each student has a responsibility to ensure this right to all members of our learning community. Infringing on others' rights will not be tolerated.

As a result, the following rules, expectations, and Code of Behavior are in effect:

- Students are to WALK at all times. Running in the building is prohibited.
- Students are to be quiet in the corridors so as not to disturb classes that are in session.
- Students are to keep hands, feet and objects to themselves.
- Jumping and hitting ceiling tiles, signage, and door frames are prohibited.
- Students are to stay inside the building unless given permission by a staff member to go outside for a specific purpose. A staff member will accompany groups of students going outside.
- Food is not allowed outside the cafeteria. The only drink allowed outside of the cafeteria is water.
- Teachers will follow the district Health and Wellness Policy (7751) regarding food restrictions in classrooms.
- Students are to arrive in class on time
- Students must bring all materials needed for class
- Leave outer garments (i.e. coats, hats) and all large bags/backpacks in your lockers.
- Bullying or harassing of other students will not be tolerated.

Enforcement of Behavior Expectations

The following are possible consequences, which may be accompanied by a discipline referral form, and may be assigned to the violator of our Behavior Expectations.

1. A verbal warning
2. Parent called
3. Parent conference
4. **Teacher-Assigned Detention:** Students will receive advance 24 hours notice unless previous arrangements have been made with a parent. Cutting detention the first time will result in parent notification by the teacher and rescheduling. If the rescheduled teacher detention is cut a referral will be made to the administration and two detentions will then be assigned: one for the teacher and the second for the office.
5. **Office-Assigned Detention:** Students may be placed in detention for violation of school rules. Cutting office detention on the first offense will result in parent notification and rescheduling. Subsequent cuts will result in the doubling of detention time or suspension.
 - a. **Office-Lunch Detention:** Office lunch detention may be assigned at the discretion of the administration.
 - b. **Office-After School Detention:** 2:05 - 2:45 PM (Days TBD based on Late Bus) An email and/or phone call will be made to parents of any student who is issued an after school detention. All students issued an after school detention will be given 24 hours notice.

The South Kingstown School District ("District") employs restorative practice as its strategy when mediating a violation of the Student Code of Conduct. The focus of this practice is on repairing relationships, which have been damaged, as a result of the violation and on learning from behavioral choices, as opposed to focusing on the consequences of the behavior. By changing the focus from consequences to learning, the District believes it is possible to build healthier interpersonal relationships among members of the school community, and create a more safe and effective learning environment. While consequences, such as out of school suspensions, are necessary for some student actions, the District uses restorative practices to reduce the use of out of school suspensions, which remove students from the physical learning environment. This policy outlines student actions that may result in suspension. However, it is important to note that these actions do not automatically result in suspension. All decisions regarding suspension as a consequence shall be directly related to student and school safety.

6. **Alternative Education Program:** Students assigned AEP, which is a modified school day where they will have access to their educational services, will report to the designated room at the beginning of the school day, 7:30 am.

Expectations for students assigned to AEP:

- Students must remain in AEP for the entire school day in order to fulfill their responsibilities
- Students who arrive late or are dismissed early from school will be assigned to AEP for the following day.
- Students are expected to bring any educational items to complete their academic work including books, writing utensils and laptop.
- Students are expected to remain quiet at all times.
- Students will be expected to complete all academic work during their time in AEP. Should they complete all work before the end of the day, they will engage in educational activities approved by the AEP Supervisor.
- Removal from AEP will result in the student being sent home for the remainder of the day. If a student is removed from AEP, he/she will have to make up that entire day, plus additional consequences, if necessary.
- Students are not allowed to have any food or beverages, except at lunch.
- Students are not allowed to use cell phones, earbuds or any other unauthorized electronic devices.
- Students assigned to AEP will not be allowed to participate in any extracurricular activities for that day or, if they were assigned on a Friday, for the entire weekend.
- Students who receive specialized services will be permitted to access these services. In these cases, students will be escorted to and from the AEP room by an adult.

7. **Suspension:** It is the practice of this school to use this in only the most serious circumstances, including but not limited to:

- a. Physical violence or threat of violence towards a student or any member of the school staff.
- b. Violations of the Harassment ([Policy 1211](#))
- c. Violations of the Bullying ([Policy 1231](#))
- d. Blackmailing, threatening, or intimidating school staff or other students.
- e. Possession/Possession with the intent to use in the school or on school grounds any kind of weapon, such as a pistol, taser, mace, knife, blackjack, razor, etc.
- f. Possession with the intent to distribute or sell dangerous drugs, narcotics or alcoholic beverages, in school or on school grounds. Intent to distribute or sell shall be determined by an investigation and a threat or risk assessment. Students who use or possess alcohol or drugs shall be encouraged to seek qualified counseling and in some cases, shall be required to seek such counseling.

Dangerous drugs or narcotics shall mean any controlled drug as defined in R.I. General Statutes, classified generally as amphetamine-type, barbiturate type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs; and in addition, those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription. The selling of drugs in this article may be the cause for a request for long-term suspension by the principal in accordance with Part IV of this policy.

- g. Disruption of the school day by bomb threats or false alarms shall be the cause for an automatic request for longterm suspension by the principal in accordance with Part C of this policy.

When it is deemed necessary, the following procedure is followed in accordance with South Kingstown School Committee [Policy 8305](#).

- The student will have an informal hearing before the principal or the assistant principal for the purpose of informing the student as to the charges and will be given an opportunity to respond.
 - The principal or the assistant principal will make all possible attempts by telephone to notify the parent or legal guardian of the action and the causes leading to the suspension.
 - A letter will be sent to the parent or guardian by the principal or assistant principal within one school day of the suspension requesting an opportunity for a conference.
 - Notice of suspension will be given to the Superintendent of Schools.
 - Following a conference with the principal or assistant principal, the student or the parents or guardian may request the Superintendent of Schools or his designee to review the decision. Such review will be completed and a written report will be issued to the student or parents' request.
 - Students and parents may request textbooks and homework for the duration of the suspension period.
 - Length of suspension will depend on the severity of the offense and the past disciplinary record of the student.
 - Please be advised that students under suspension are not allowed on school property before, during, or after school hours nor are they allowed to participate in or attend school sponsored social or athletic activities.
8. **Expulsion:** The principal may request of the Superintendent and School Committee the expulsion of a student when the principal believes the student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of a publicized School Committee Policy. This is in accordance with South Kingstown School Committee [Policy 8305](#).

Notification of Policy: In some cases, due to the severity of the violation of school rules, regulations or policies, the notification of the police is mandatory.

Bicycles/SkateBoards

Bicycles must be parked in the bike racks and locked during the school day. **Helmets must be worn.** Skateboarding is not allowed on school property. If you do bring a skateboard to school it must be put in your locker. The school is not responsible for the loss or damage of bicycles or skateboards.

Bullying and Harassment (SK Policy [1231](#), [1230](#))

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools. *CCMS is committed to take immediate and appropriate action to investigate or otherwise determine what occurred.*

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.

Reporting

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

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

Serious Offenses:

Any behavior that creates a hostile environment for a student in school will not be tolerated. Immediate action will be taken. If the harassment is of a violent nature, immediately report the incident to an administrator, or teacher who will immediately notify an administrator. Please refer to School Committee Policy 1230 and 1231 for further details regarding Harassment, Bullying, Hazing and Dating Violence.

Cyber-Bullying

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.

Social Networking

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

Anti - Bullying Prevention:

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending him or herself. We follow four anti-bullying rules:

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

Bussing

Bus Regulations

1. The bus driver is in full charge of the bus and all passengers must promptly obey the bus driver's directions and instructions.
2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities.
3. Except by written permission of school authorities and parents, no pupil shall be permitted to leave the bus except at his/her regular stop.

4. As a passenger management tool, each pupil may be assigned a seat in which he/she will be seated at all times while on the bus, unless permission to change the assigned seat is given by the school principal or bus driver.
5. Pupils should view the bus as an extension of the classroom, outside of ordinary conversation, classroom conduct must be observed on the school bus.
6. Pupils should assist in keeping the bus clean and by keeping their waste off the floor. Pupils should also refrain from throwing refuse out of the windows. To keep the bus clean, **EATING AND DRINKING ARE NOT ALLOWED.**
7. No person will smoke, light matches on a school bus or consume or possess any alcohol or controlled substance.
8. No person shall extend his/her head, hands, arms, or legs out of the windows, at any time regardless of whether the school bus is in motion or standing still.
9. No person shall open a window on the school bus without first getting the permission of the school bus driver.
10. Any student found to be in possession of a weapon, or involved in an aggravated assault on a school bus, as defined by policy 8320, Policy for Assault and Illegal Weapons Possession, will immediately be suspended in accordance with applicable due process provisions. During this suspension, the school district will take the necessary steps in determining any additional action, reflecting the due process rights, which may include a range of options up to expulsion.
Aggravated assaults are assaults with a weapon, or causing serious bodily injury. Pupils must not have in their possession anything that may cause injury to another passenger, such as sticks, breakable containers, any type of firearm, straps, or pins extending from their clothing. No animal is permitted on a school bus, except dogs trained to aid the handicapped.
11. Passengers must see that books and personal belongings are kept out of the aisle. Special permission must be granted by the school authorities and the bus driver to transport large items.
12. No passenger shall talk to the bus driver more than necessary while the bus is in operation.
13. No passenger shall sit in the driver's seat, nor shall any pupil be transported while located left or right of the driver.
14. Pupils are to remain seated while the bus is in motion, and they are not to get off or on the bus until it has come to a full stop.
15. Pupils shall exit the bus in an orderly manner, and must obey all orders of the school bus driver. They must not cross the highway in front of the bus until given direction to do so by the school bus driver. When boarding or exiting the bus, passengers should remain in full view of the driver at all times.
16. Pupils must remain outside the danger zone and must cross the highway at least ten (10) feet in front of the school bus and never behind it.
17. Passengers must not stand or play in the roadway while waiting for the bus, and should arrive at the bus stop before the bus is due to arrive.
18. Self-discipline should be exercised by pupils at the bus loading area, both at school and the bus stop. Pupils should refrain from pushing and shoving other pupils while boarding or exiting the bus.
19. Pupils, who walk some distance along a street or highway to and from bus stops, where practicable, must walk on the left hand side facing oncoming traffic.
20. Student misconduct on a bus, after a written warning to the student and parent, by the school principal, will be sufficient reason to discontinue providing bus transportation to the student involved.
21. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
22. Parents of students damaging school buses will be responsible for proper reimbursement to the school bus contractor.
23. Passengers shall not throw any object in, at, or out of the school bus.

In accordance with the South Kingstown School Committee [Policy 8325](#) and the Motor Vehicle Code Act of Rhode Island, the following procedure shall be followed for matters pertaining to bus discipline:

- **First Offense** -A verbal reprimand
- **Second Offense** -A warning letter to parents

- **Third Offense** -Suspension of five (5) days of bus privileges
- **Fourth Offense** -Suspension for the remainder of the year

Late Bus

Late Busses run Tuesday and Wednesday. They are intended for students participating in after-school programs. Students may only board the late bus with a Late Bus Pass that they obtain when they participate in an authorized after-school activity. Students leaving school grounds may not ride the late bus. Inappropriate behavior on the late bus may result in suspension of late bus privileges

Cafeteria

Since lunchtime involves a large number of students in an informal atmosphere, it is imperative that each student takes responsibility for his/her own actions.

- Students should not share food.
- All students will be required to help clean up their table area on top and underneath **whether or not they were personally responsible for any remaining debris.**
- Students are to eat lunch in the cafeteria at the time assigned for their team or class.
- Students will remain seated at their table unless the student is purchasing food or throwing food away.
- Food is not allowed outside the cafeteria. The only drink allowed outside of the cafeteria is water.
- A student must have a pass to leave the cafeteria.

A peanut, egg, & seafood free table will be available for students with allergies. Any student bringing restricted food to the designated table will be subject to disciplinary action.

Food Service Information

http://skschools.net/parents/food_service_information

Free and reduced lunch applications for hot lunch are available in the main office and through the Food Service Link found above. Students may prepay in advance for lunches by cash (at the lunch register), online at My School Bucks (<https://www.myschoolbucks.com>) or by check (payable to South Kingstown Schools).

Students are not allowed to charge a la carte items, with the exception of milk, at any time.

Food Service Vendor will *mail and/or email* letters to the parent/guardian of students who have a negative balance of \$10.00 or more.

Cancellations/Emergencies/School Messenger

The South Kingstown School Department utilizes an automated telephone system, School Messenger. This phone system will also be used to notify you of early dismissal, school cancellations, and other events. Radio and television stations, and their corresponding websites, will also be used to notify parents and students of cancellations: Emergency closings after students have arrived at school will also be communicated through media and School Messenger. Parents should discuss with their child, in advance, any alternate destinations that they have arranged in the event that a parent/guardian would not be home for an early dismissal. It is important for families to keep their contact information, email and phone numbers, current to ensure you receive all school information.

Dress Code

I. PURPOSE

The purpose of the South Kingstown School District dress code is to maintain a safe learning environment where all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

1. Maintain a safe learning environment in classes where protective or clothing that supports the activity is needed
2. Allow students to wear clothing that expresses their self-identified gender
3. Allow students to wear religious attire, including any headwear, without fear of discipline or discrimination
4. Prevent students from wearing clothing that depicts, advertises, or advocates any offensive/violent acts or language

II. GUIDELINES

The South Kingstown School District dress code language applies to all students in grades PK-12.

- Students **MUST** wear
 - clothing on a top, bottom, and feet
 - clothing that covers undergarments – waistbands and bra straps excluded
 - opaque fabric that covers all private areas
 - clothing and footwear suitable for all scheduled activities including physical education, science labs, wood shop, and other activities where unique hazards exist as outlined in any supplemental dress codes
- Students **MUST NOT** wear
 - clothing that depicts, advertises, or advocates any discriminating, offensive, or violent acts, such as;
 - the use of alcohol, tobacco, marijuana, or other controlled substances
 - pornography, nudity, sexual acts, or obscene gestures
 - hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups
 - gang affiliations
 - hats, hoods, or other headwear (with the exception of religious headwear or for health reasons)
 - at BRMS and CCMS only – backpacks and heavy jackets, as they are to be stored in lockers

III. ENFORCEMENT

To ensure effective and equitable enforcement of this dress code, the dress code must be enforced consistently adhering to the parameters outlined below. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

Enforcement should be consistent with the school's overall discipline plan. Compliance with the dress code should be enforced consistently with comparable behavior and conduct violations. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the administration.

- The loss of class time should be kept to a minimum with the least impact on learning
- Students cannot be forced to wear clothing that is not theirs

- Parents/guardians should not be called during the day to bring alternative clothing unless requested by the student
- Discipline should not be given disproportionately based on gender, race, body size, body maturity
- Students should not be shamed or measured in front of the class for what they're wearing

Drugs/Alcohol/Tobacco

The use, sale, possession, or transfer of drugs, alcohol, and paraphernalia associated with substance abuse or the intent to do so is strictly forbidden. If a student is in possession or under the influence of drugs or alcohol, his/her parents and the police department will be notified. The student will be subject to suspension in accordance with South Kingstown School Committee Policy [8305](#) & [8310](#). The use and possession of all forms of tobacco products, electronic nicotine delivery system products, vaporizer devices (all) and related paraphernalia are strictly forbidden. There is no smoking inside or outside the building, before, during, or after school. Cigarettes observed in a student's possession will be confiscated. Violations of the above will result in parental contact and disciplinary action.

Electronic Devices

Rhode Island General Law 16-21.2-11 Devices prohibited. – Any student enrolled in any secondary or elementary school shall be prohibited from carrying, possessing or using a **paging device** of any kind or a **laser pointer** of any kind on school property, except with the written consent of the principal of the school in which the student is enrolled.

The use of cameras, video cameras and recording devices must have approval of classroom teachers. Inappropriate use of cameras, including cell phone cameras, and recording devices will result in disciplinary action. **The use of cell phones, including texting, during the school day is strictly prohibited. Headphones are prohibited unless approved by a classroom teacher for instructional purposes. Students are not allowed to wear earbuds in the common areas for safety.**

If a student needs to contact a parent/guardian during the school day, the student may use the office phone, at allowed times, or may request permission from administration to use their personal cell phone.

Inappropriate use of such devices will result in:

- First offense: The item will be confiscated and parents notified.
- Second offense: Will warrant a one hour after-school detention, item confiscated and must be picked up by a parent. The school is not responsible for the loss or damage of such items.

Confiscated devices will be held in the Main Office or in the Dean's Office until the conclusion of the school day.

Field Trips

Field trips are considered part of the curriculum and students are expected to participate. Under no circumstances should parents allow students to remain at home. If a student, with parent permission, elects not to participate, he/she must attend school. *Administration may determine eligibility criteria for participation on field trips.* Students who are not allowed to participate must also report to school that day. Students remaining at the school will receive appropriate assignments and arrangements will be made for their supervision. Any student who cannot afford to attend should inform a team teacher. Funds are available to cover these costs. Use of electronic devices including iPods and cell phones on a field trip will be at the discretion of the field trip leaders.

Grading Policy ([SC Policy 8400](#))

Purpose of SC Policy 8400

The School Committee is committed to maintaining rigorous performance and achievement standards for all students and to provide a fair process for evaluating and reporting student progress that is understandable to students and their parents/guardians and relevant for instructional purposes.

The primary audiences for a grade are students and parents/guardians.

There are two aims for issuing a grade:

- To communicate student progress toward achieving academic course standards.
- To demonstrate a student's ability to apply learner qualities such as effort, perseverance and attendance.

Essence of the Policy

- Grading will be used to develop the talents of all students to pursue whatever post-secondary path to success they choose.
- Student achievement will be assessed as mastery of content separate from learner qualities.
- Project and practice work can be included in the content mastery grade only when it demonstrates mastery of a standard.
- There will be multiple opportunities for all students to demonstrate proficiency. Learning continues as long as the learner is engaged. Teachers will offer multiple re-teaching and re-do's of summative assessment.
- Since the intent of a grading system is to measure student mastery of content, on summative evaluations teachers shall either issue a grade or give an incomplete if the content is not yet mastered. There will be no zeros given as a grade of a summative evaluation as the intent is to measure concept mastery until proficiency is attained.
- The grading protocol will be uniform by grade level and discipline (letter grades will be used at middle and high school level & numerical grades will be used at the elementary level as is currently in practice).
- All students will be provided differentiated and extended learning opportunities.

Outcomes

- Grading and reporting practices will be fair and meaningful and support rigorous performance and achievement standards for all students.
- Grades will have consistent meaning throughout the school system and be based on grade level and course expectations as outlined in the curriculum.

Implementation

- The Superintendent will build an understanding with the Leadership Council of the core components as outlined in the policy and develop expectations for each level (elementary, middle and high school).
- Building principals will build an understanding of the policy with their faculty
- Building principals will oversee the implementation of the policy
- Educators will implement the core components as stated in the Essence of the Policy

Cross Reference to Other Policies & Documents

- Student Success and Achievement policy
- Homework policy

Reviews and Reporting

District staff will monitor fidelity to this policy annually and will provide updates to the school committee if changes are needed prior to a formal review.

This policy will be formally reviewed every two years.

Hall Pass

Students must sign out using our electronic hall pass system and have a classroom hall pass with them when traveling to specific destinations within the school building throughout the school day.

Information Technology Acceptable Use ([SC Policy 7205](#))

7205: Definitions

Network - all voice, video and data communication facilities, end-equipment and content.

Users - all students, all employees of the South Kingstown School Department, and all volunteers/guests.

Use of the Network

1. The use of the network must be in support of education, research, public service, and be consistent with the technology plan of the South Kingstown School department.
2. Any use of the Network to facilitate illegal activity is prohibited.
3. Any use of the Network for commercial or for-profit purposes is prohibited.
4. Any use of the Network for product advertisement or political lobbying is prohibited.
5. The use of the Network without permission of an authorized user is prohibited.
6. Any use of the Network to obtain copies of, or modify files, other data, or passwords belonging to other users, to misrepresent other users on the network is not allowed.
7. No use of the Network shall serve to disrupt intentionally the use of the network or others; hardware or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the Network to develop programs that harass others or infiltrate systems is prohibited.
9. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the Network to access obscene or pornographic materials is prohibited.
12. Use of the Network to transmit materials that are known to be offensive or objectionable to recipients is prohibited.

Responsibility of Users

1. Users are responsible for using Network resources efficiently.
2. Users are responsible for the confidentiality of all assigned access codes.
3. Users are responsible for reporting all violations of privacy and security.
4. Users are responsible for all correspondence sent from their personal accounts.
5. Users are responsible for making only those contacts leading to some justifiable personal growth.
6. Users are responsible for verifying that transmitted material does not contain pornographic materials, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.

Failure by any user to follow the rules outlined in this policy may result in the loss of use of information technology resources and discipline as appropriate under the circumstances. Continued violations of this policy will subject the user to progressive discipline.

Students are expected to bring their school issued, fully charged laptops to school everyday.

Late to Class

Infrequent Offenders are to be handled by classroom teachers. **Chronic Cases**, student names will be submitted to the Dean's office for further action.

Lockers

Each student will be assigned a locker near the homeroom teacher. Lockers should be kept locked at all times; it is the responsibility of the student to protect books, clothing and personal belongings. **Items of significant value should not be brought to school. Curtis Corner Middle School is not responsible for lost or stolen property.** Students should not tell other students their lock combination. Broken/inoperable lockers should be reported for repair to the administration immediately. Student lockers remain the property of the school department and are thus subject to inspection if circumstances warrant. For safety reasons, only school locks are allowed on a student's locker unless permission of the administration is granted for extenuating circumstances.

Lost & Found

Lost books, materials, clothing and personal articles are to be brought to the main office. Articles of clothing will be placed in bins outside the Cafeteria. Please mark all your articles for identification. **Articles unclaimed after a reasonable amount of time will be donated to charitable organizations.**

MEDIA CENTER

Students are allowed to borrow up to two books or e-books at a time for two weeks. If, at the end of the loan period the student still needs the items, they may be renewed unless there are pending holds on it. Students with any overdue items will not be allowed to either borrow additional books or renew items until the overdue materials have been returned. During the time the book is out, the student is responsible for it. Should the student let the book out of his/her possession or allow these library materials to incur damage, the student is financially liable.

After School Library Use

- All students in the library must be engaged in academic work/studies only.
 - Computer use is restricted to schoolwork only.
 - Students must arrive in the library by 2:05 or bring a pass from a teacher.
 - Students taking the late bus must remain in the library until 3:00
-

National Junior Honor Society

Curtis Corner Middle School obtained its first charter to establish a chapter of the National Junior Honors Society in October of 2003. Exceptional students who demonstrate the special qualities of scholarship, leadership, service, character, and citizenship may be eligible for nomination. Nomination information will be sent home with students in the Fall. Community service hours are one requirement and students are encouraged to begin their volunteer activities as soon as possible. Nominees who satisfy all requirements on time are eligible to participate in a traditional and formal induction ceremony in June of each year. Students inducted into the Honor Society are expected to maintain their academic standing to retain their membership status. For more information, please see the NJHS on the CCMS web page.

Nurse/Health Office

When ill during school hours, students will be issued a pass to the health office. No student is to go to the health office between classes without first reporting to the teacher of the next class period. The nurse will provide a pass to any student whom she has seen for good reason. **No student is to leave school for reasons of illness without first seeing the nurse, AND UNDER NO CIRCUMSTANCES SHOULD A STUDENT ARRANGE THEIR OWN DISMISSAL FOR REASONS OF ILLNESS.** If the nurse is not in, the ill student should report to the main office. According to Section 8.1 of the Rhode Island Rules and Regulations for School Health Programs, all grade 7 students are required to have a physical exam at the time of entry to 7th grade. This physical exam may be done 12 months prior to or 6 months after the start of school.

Beginning August 1, 2015 all students entering seventh (7th) grade shall be required to have at least 1 dose of the HPV series. In addition to all other elementary vaccination requirements: a single dose of Tdap vaccine shall be required, if it has been 5 years or more since the last dose of DTap, DT, or Td; 2 doses of measles, mumps and rubella vaccine, 3 doses of Hepatitis B Vaccine, 2 doses of Varicella Vaccine and 1 dose of Meningococcal Vaccine are required for 7th grade entry.

Beginning August 1, 2016 all students entering eighth (8th) grade shall be required to have at least two (2) doses of the HPV vaccine series.

Screenings performed at the middle school level include vision screening for all 7th graders and scoliosis screening for all 8th graders. Please be advised there is no medical supervision or services provided by the School Department for any routine bus services or after school activities. The only services available are the local Emergency Medical Services through the town.

Policy Regarding Medications

NO MEDICATION SHALL BE DISPENSED WITHOUT FOLLOWING THIS PROCEDURE.

- Parents/guardians are requested, whenever possible, to schedule the administration of medication outside of the normal school day.
- Students needing medication during the school day are required to bring the medication to the main office or nurse's office with a signed authorization.
- Both **prescription medication and non-prescription medications** will require a licensed health care provider's written order **and** a written parent authorization.
- Prescription medication shall be stored in their original pharmacy labeled containers.
- Non-prescription medication shall be stored in their manufacturer-labeled container only.
- No student shall have in his/her possession any medication while on school property unless it is authorized by his/her physician.
- All medication shall be dispensed by a School Nurse-Teacher. No lay person other than a parent or parent designee shall administer medication to a student in the school setting. This does not include inhalers (which may be self-administered if authorized by the licensed health care provider) or Epi-pens (which may be self-administered, administered by school personnel trained to administer the Epi-pen or, in the event that no trained personnel are available, any willing person may administer the Epi-pen to a medically identified student). In the event a School Nurse Teacher is not present when your child may incur an identified acute allergic reaction during the school day or on a field trip, his/her Epi-pen/Epi-pen Jr. will be administered by a trained adult. The 911 EMS system will also be initiated at this time. It is not possible to follow a medication administration order prescribing Benadryl prior to Epi-pen by anyone other than a School Nurse Teacher.
- In the event of an off-site school-sponsored activity, a child may self-medicate if the licensed health care provider, parent and school nurse-teacher **are in agreement**. And on the day of the field trip **one school day's supply** should be provided from home in its **original pharmacy-labeled container**. If this procedure is not followed the student will not be allowed to self-medicate on the off- site school-sponsored activity.

Please be advised that there is no medical supervision or services provided by the School Department for routine bus services or any after school activities. The only services available are the local Emergency Medical Services.

Publication of Student Images ([SC Policy 8225](#))

8225: The school district, through various media, publishes information to the community. This may include programs broadcast over local access cable television, internet web sites, and print. Material communicated to the public through these and other media may contain student images. This policy describes the manner in which student images may be published.

1. With the exception of the specific instances included in this policy, identified or featured images (identified or unidentified) of students shall not be published without the written consent of the student's parent(s) or guardian(s). An identified image publishes both the image and name of the student. Featured images are those that are in the forefront and remain visible for more than a moment.
2. Exception: Where the school district publishes images of students at public events, such as School Committee meetings, concerts, athletic contests, graduation, etc., no consent is required.
3. Exception: Where a publication is created by students as part of a school program of study and publication is limited to the school community (students, staff and families), no consent is required.
4. Exception: Images may be published if they are incidental and unidentified. Incidental images are momentary and not featured.

Report Cards and Mid-term Reports

Report Cards are issued and sent home with the student quarterly. Progress reports are posted electronically in the Family Access of Skyward. Parents may request a conference by contacting the team leader or school counselor. All grades can be accessed through the online parent portal in Skyward.

Honor Roll Requirements

Curtis Corner Middle School has established criteria to recognize students' efforts and achievements.

- **HIGH HONORS-** All A's in all academic subjects and Unified Arts.
- **HONORS-** A's and B's in all academic subjects and Unified Arts.

Safety

The safety of our students is a very high priority. During school hours all doors are kept locked. All visitors to our school must stop at the main office. Visitors need to sign in at the main office and obtain a visitor's badge.

Fire Drills, Evacuations, & Lockdown Drills

Fire drills, evacuation drills and lockdown drills will be held periodically. Each student is expected to leave the building *quietly* and in an orderly manner. Each class will proceed with their teacher and form a quiet line away from the building to facilitate safety and the taking of attendance. Students will remain outside until the all-clear signal is given. Evacuation procedures and locations are to be posted in each classroom. The rules for all drills must be strictly followed for the safety of everyone. Teachers are responsible for ensuring the silence of students during all drills. Disciplinary action may result for any student who is disruptive during drills.

Skyward Family Access

Skyward Family Access is the web-based student information service South Kingstown Schools use that allows parents/guardians to view school-related information on their students. To access Skyward, go to the CCMS Website. Under the Parents tab, you will find Skyward. Keeping your account current with contact information is important. For user information, please follow the links online, under Skyward.

Student Information Forms

During the early part of the school year students will receive a student information form to be completed and returned to one of their team teachers. This form is very important as it tells us the person to contact in case of injury or illness. Please notify the school if any changes occur during the year, i.e., change of address, work phone number or person to contact in case of emergency. **No child will be released to anyone who is not listed on the student information form.** It is **absolutely essential** that the emergency telephone numbers are recorded on each student's information form in order to contact a parent, relative, or neighbor in case of an emergency. Work numbers must be included. Be sure that the person listed on the emergency card knows that he/she is listed and that he/she is generally available at the number listed during the school day. **No-Contact and Restraining Orders, with proper documentation, must be filed with the principal or assistant principal, as soon as they are in effect. Any changes to these orders must be reported in a timely manner.**

Student Record Confidentiality

The South Kingstown Schools maintain confidential personal information about students in order to provide appropriate services. In recognition of the confidential nature of student records School Committee Policy 8220 details parents' rights.

Summer Enrichment & Intervention Program

In an effort to promote academic excellence, Curtis Corner Middle School has established a summer enrichment and intervention program. Enrichment opportunities are offered to all students who are interested in developing skills in an identified content area or subject. Intervention programs may be suggested at the conclusion of the year, for students who have identified deficit areas in mathematics, reading, and/or writing and need remediation. Students can be recommended for this program by their teachers, administration, and/or school counselor.

Textbooks

Textbooks are the property of the School Department and are loaned to students. They become the student's personal responsibility. Students will be charged for any damage (or loss) to books that occur while in their use. Therefore, it is to the student's advantage to use book covers and report to the teacher the name of any student who is responsible for damage to your book. Notify your teacher immediately when a book is lost. A new book will be issued when payment is received in the office.

Theft

The taking of another's property without their permission will result in disciplinary action which may include restitution and a report filed with the South Kingstown Police Department.

Vandalism

Vandalism is addressed as a disciplinary violation and is outlined in Policy #8305. Deliberate destruction or defacing of school property of any kind may result in any of the following: alternative education placement, suspension, restitution, and referral to the police. Vandalism of personal property will also result in disciplinary action against the offending individual(s).

Non-Discrimination Transgender and Gender Expansive Policy ([SC Policy 1236](#))

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school staff, students, parents/guardians and volunteers.

Definitions:

These definitions are provided to assist in understanding this policy and the legal obligations of the District. Students may or may not use these terms to describe themselves or their experiences.

Bullying: 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 causes physical or emotional harm to the student or damage to the student's property; places the student in reasonable fear of physical or emotional harm or damage to the student's property, creates an intimidating, threatening, hostile, or abusive educational environment for the student; infringes on the rights of the student to participate in school activities; or materially and substantially disrupts the education process or the orderly operations of a school.

Harassment: Verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, gender identity or expression, age, disability, sexual orientation or religion when such conduct: (1) Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; (2) Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or (3) Otherwise adversely affects an individual's learning opportunities.

Gender-Based Harassment: May include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex stereotyping. Thus, harassment of a student for failing to conform to stereotypical notions of masculinity and femininity constitutes sex discrimination. Gender-based harassment can rise to a violation of District policy and/or Title IX when such conduct denies or limits a student's ability to receive educational aid, benefits, services, or treatment; or when such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's ability to participate in or benefit from the school's program (i.e., creating an intimidating, hostile or offensive educational environment).

Gender Expression: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

Gender Identity: A person's deeply held sense or psychological knowledge of their own gender, which can include being female, male, another gender, or no gender. Gender identity is an innate and largely inflexible part of a person's identity. One's gender identity can be the same or different than the gender assigned at birth. The responsibility for determining an individual's gender identity rests with the individual. Children typically begin to understand their own gender identity by age four, although the age at which individuals come to understand and express their gender identity may vary based on each person's social and familial development.

Gender Nonconforming: A term for people whose gender expression differs from stereotypical expectations. This includes people who identify outside traditional gender categories or identify as multiple genders. Other terms that can have similar meanings include gender diverse or gender expansive.

Sexual Orientation: A person's romantic and/or physical attraction to people of the same or opposite gender or other genders.

Transgender: An adjective describing a person whose gender identity or expression is different from that traditionally associated with an assigned gender at birth.

Transition: The process in which a person goes from living and identifying as one gender to living and identifying as another. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected.

Sex Assigned at Birth or Assigned Sex: Refers to the gender designation listed on one's original birth certificate.

Sex-Specific Facilities: Refers to facilities and accommodations used by students at school or during school-sponsored activities and trips, and include, but are not limited to, restrooms, locker rooms, and overnight facilities.

Family Educational Rights and Privacy Act (FERPA): A federal law that protects the privacy of student education records.

Title IX of the Education Amendments of 1972 (Title IX): A federal law that protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. The U.S. Department of Education and the U.S. Department of Justice treat a student's gender identity as the student's sex for purposes of compliance with Title IX and its implementing regulations.

Guidelines and Implementation Strategies:

The School Department will implement the Nondiscrimination-Transgender policy by taking the following steps:

1. Bullying, Harassment, and Discrimination

Complaints alleging discrimination or harassment based on a person's actual or perceived gender identity or expression will be taken seriously and handled in a manner consistent with School Committee policies, and local, state, and federal law.

1. Privacy and Confidentiality

Protecting transgender students' privacy is critical to ensuring they are treated consistent with their gender identity. Failing to take reasonable steps to protect students' privacy related to their transgender status, including their birth name or sex assigned at birth, may be a violation of Title IX when a school limits students' educational rights or opportunities. Additionally, nonconsensual disclosure of personally identifiable information, such as a student's birth name or sex assigned at birth, could be harmful to or invade the privacy of transgender students and may also violate the Family Educational Rights and Privacy Act (FERPA). Information about a student, including assigned birth sex, name change for gender identity purposes, gender transition, medical or mental health treatment related to gender identity, or any other information of a similar nature, may constitute confidential medical information protected under Rhode Island Gen. Laws § 5-37.3-1 et seq. District staff may not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others, including, but not limited to, parents, students, volunteers, or other district staff, unless legally required to do so, or unless the student has explicitly authorized such disclosure. When contacting the parent or guardian of a student who is transgender or gender non-conforming, District staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth, unless the student, parent, or guardian has specified otherwise.

1. Names and Pronouns

Students have the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and students need not change their official records. District staff should privately ask transgender or gender expansive students at the beginning of the school year how they want to be addressed in class, in correspondence to the home, or at conferences with the student's guardian.

1. Student Records

To the extent the District is legally required to maintain a permanent student record that includes a student's legal name and legal gender, such records shall be kept in a separate, confidential file. The District will make every effort to use the name and gender preferred by the student on school IDs, classroom rosters, certificates, programs, announcements, communications, team and academic rosters, diplomas, the yearbook and other site-generated unofficial records and documents. Additionally, the District's student information system shall note a student's preferred name and pronouns. The District will change a student's official record to reflect a change in legal name or gender upon receipt of documentation that such change has been made pursuant to a court order, or through amendment of state or federally-issued identification. In situations where District staff are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, administration and school staff shall adopt practices to avoid the inadvertent disclosure of such confidential information.

1. Gender-Segregated Facilities

All students shall have access to restrooms, locker rooms, changing facilities, or overnight facilities that correspond to their gender identity. Any student who is uncomfortable using a shared, gender-segregated facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, no student shall be required to use an alternative restroom or changing facility because they are transgender or gender expansive. Under no circumstance should any student be required to use sex-segregated facilities that are inconsistent with their gender identity. The District shall designate single-occupant school facilities as accessible to all students regardless of gender. However, under no circumstances may a student be required to use separate facilities because they are transgender or gender nonconforming. The District will work to incorporate single-user facilities and greater privacy into new construction or renovation, and to assess ways to increase privacy for all students in existing facilities.

1. Physical Education Classes and Intramural and Interscholastic Athletics

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Regarding interscholastic sports teams, the District will follow the Rhode Island Interscholastic League's (RIIL) rules pertaining to participation consistent with gender identity. Article 1, Section 22 of the RIIL Rules and Regulations states that all students should have the opportunity

to participate in RIIL activities in a manner consistent with their gender identity, and provides a framework for gender identity eligibility appeals.

1. Dress Codes/School Uniform Policies

Any dress code or uniform policy shall be gender-neutral. Schools cannot enforce specific attire based on gender. Students have the right to dress in accordance with their gender identity, within the parameters of the dress code.

1. Other Gender-Based Activities, Rules, Policies and Practices

The District will evaluate all gender-based activities, rules, policies, and practices—including but not limited to classroom activities, school ceremonies, field trips, and school photos—and maintain only those that have a clear and sound pedagogical purpose. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

1. Student Transitions

Each school shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized according to their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred programs, activities, and facilities consistent with their gender identity. Each student has a unique process for transitioning. The school shall customize support to optimize each student's equal access to the District's educational programs and activities. Generally, notifying a student's parent/guardian about their gender identity, expression, or transition, is unnecessary. In some cases, notifying parents/guardians carries risks for the student, such as family rejection or physical abuse. Prior to notification of any parent/guardian regarding the transition process, school staff should work closely with the student to assess the degree to which, if any, the parent/guardian will be involved in the process and must consider the health, well-being, and safety of the transitioning student. Upon notification by a student, parent/guardian, or representative that a student is undertaking, planning to undergo, or has completed a gender transition, the school will promptly inform the notifying individual and the student of the right to request a support team, consisting of appropriate school staff such as the school principal or designee, counselor, social worker and teacher(s), and members of the school point team. When a student transitions during the school year, the school team shall hold a meeting with the student and parents/guardians, if they are involved in the process, to ascertain their desires and concerns. The school team should discuss a timeline for the transition in order to create the conditions supporting a safe and accepting environment at the school. Finally, District staff shall train school administrators and any educators who interact daily with the student on the transition plan, timelines for transitions, and any relevant legal requirements.

Training, Oversight, and Communications

1. Transgender and Gender Expansive Student Point Teams

Each school shall form a point team that will serve as a visible resource for all students who have questions and concerns regarding any issues related to gender identity and expression. The point team shall also be a resource for any questions regarding the Transgender and Gender Expansive Students policy. The point team will receive specialized training in the policy and resources available. The point team should be comprised of individuals throughout different areas of the school community including but not limited to: teachers, administrators, social workers, counselors, parent advocates, security, health and physical education staff, or other support staff.

1. Training and Professional Development.

The District shall ensure that training is provided for all staff members on their responsibilities under applicable laws and this policy, including teachers, administrators, counselors, social workers, security and health and physical education staff. Information regarding this policy shall be incorporated into training for new school employees. The District shall implement ongoing professional development to build the skills of all staff members to prevent, identify, and respond to bullying, harassment and discrimination. The content of such professional development shall include but not be limited to:

- Terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents.
 - Developmentally appropriate strategies for communication with students and parents/guardians about issues related to gender identity and gender expression that protect student privacy.
 - Developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyber bullying.
 - District policies, and local, state and federal laws regarding bullying, discrimination, and gender identity and expression issues and responsibilities of staff.
 - Experiences of transgender and other gender nonconforming students.
 - Gender-neutral language and practices.
 - Data regarding risks for transgender and gender nonconforming students, and the positive impact of nondiscrimination policies on school climate.
1. Publication and Media Communications

The Transgender and Gender Expansive Student Policy shall be distributed annually, and shall be posted on the District's website. A summary of the policy shall be included in the Code of Student Conduct. The District and individual schools shall make consistent efforts to ensure the visibility and accessibility of this policy for students, parents, and staff.

Only the Superintendent, Pupil Personnel Director or their designee shall communicate to representatives of the media regarding matters of student gender identity or expression. District staff shall direct the media to the Superintendent or designee. In communicating with the news media, parents/guardians and the community, protecting the privacy of transgender and gender expansive students shall be the top priority for the spokesperson and staff.

Legal Reference

20 U.S.C. §§ 1681–1688; 34 C.F.R. Pt. 106; 28 C.F.R. Pt. 54 (Title IX of the Education Amendments of 1972 and implementing regulations); 20 U.S.C. § 1232g; 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act- FERPA); RIGL § 16-21-33 (Safe Schools Act); RIGL §5-37.3-1 et seq. (Confidentiality of Health Care Information Act); RIGL § 11-24-3 (Full and equal accommodations-nondiscrimination).

Anti-Racism, Anti-Discrimination, and Anti-Harassment Policy ([SC Policy 1261](#))

ANTI-RACISM, ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

GOALS:

- Eliminate all forms of racism, discrimination and harassment in South Kingstown School Department (“District”) policies and practices;
- Promote equity of opportunity for all students, staff, and administration in the District;
- Promote positive relations among people of different identities.

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- Purpose (1)
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PURPOSE:

The purpose of this policy is for the South Kingstown School District to be an actively anti-racist and anti-discriminatory school district with the ultimate goal of eliminating all forms of racism, discrimination and harassment from the South Kingstown School District in conjunction with related school policies.

The policy ensures compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act and related Rhode Island General Laws, Executive Orders and regulations and mandates adopted and issued by the Rhode Island Department of Elementary and Secondary Education.

This policy does not address requests for accommodations by students under Section 504 of the Rehabilitation Act of 1973, which requests are addressed in a separate policy.

This policy does not apply to compliance with Title IX of the Education Amendments of 1972, which shall be addressed in a separate policy.

PHILOSOPHY:

Personal and institutional racism and other forms of discrimination and harassment against protected classes have historically existed and continue to exist in South Kingstown. Combating racism and other forms of discrimination in South Kingstown schools is a legal and moral imperative. In the District, there are significant disparities between racial groups in student academic performance, achievement, and participation in academic programs. These include disparities in academic guidance and course selection, graduation rates, Advanced Placement selection, special education identification, standardized test scores, and suspension rates. Disparities also exist between the racial demographics of the students in the district and the staff the district hires. These equity gaps exist because of inequitable access to opportunities that have significant intergenerational effects and perpetuate economic, social, and educational inequity. Racial inequities were created over time and can be eliminated. Similarly, discrimination on the basis of gender identity, sexual orientation, ability and other forms of discrimination have been perpetuated over time and manifest differently for different individuals. One form of discrimination often overlaps with other forms of prohibited discrimination and the compounded discrimination can be significantly greater than the sum of its parts. Personal prejudice is learned and can be unlearned. Educators play a vital role in reducing racism and all forms of discrimination and inequity by recognizing the manifestations of racism and discrimination, creating culturally, gender and ability inclusive learning and working environments, and dismantling educational systems that directly or indirectly perpetuate racism, gender bias, ableism and privilege through teaching, policy, behavior patterns and practice.

I. DEFINITIONS

A. The following definitions are provided to assist in understanding this policy and the legal obligations of the South Kingstown School Department:

- 1. Antiracism:** The practice of continually identifying, challenging, and changing the values, structures, beliefs, and behavior patterns that perpetuate interpersonal and systemic racism.
- 2. Racism:** The systemic oppression of a racial group to the social, economic, and political advantage of another.
- 3. Harassment:** Unwelcome verbal, written or physical conduct directed at a person based on their race or color, religion, gender expression, abilities or status as a member of a protected class (i.e, These groups include men and women on the basis of sex; any group which shares a common race, religion, color, or national origin; people over 40; and people with physical or mental handicaps), including slurs or insults, graffiti or symbols, hostile acts, nicknames, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.
- 4. Bullying:** Unlawful harassment on the basis of any protected characteristic is not the same as “bullying,” although conduct that is “bullying” can constitute unlawful harassment, and vice-versa. The Committee has a separate policy on bullying. Generally, bullying can, but need not be, based on race, color, religion, gender, national or ethnic origin, age, disability, sexual orientation, gender identity or gender expression. It means the use by one or more students of a written, verbal, or electronic expression, or physical

act or gesture, or any combination thereof directed at another student that causes physical or emotional harm to the student or damage to the student's property; places the student in reasonable fear of harm to themselves, or of damage to their property; creates an intimidating, threatening, hostile, or abusive educational environment for the student; infringes on the rights of the student to participate in school activities; or materially and substantially disrupts the education process or the orderly operation of a school.

5. Cyber racism: Racism which occurs in the cyber world. This includes racism which occurs on the internet such as racist websites, images, blogs, videos and online comments as well as racist comments, images or language in text messages, emails or on social networking sites.

6. Interpersonal racism: Pre-judgment, bias, or discrimination by an individual toward another individual based on race. Individual racism includes both privately held beliefs, conscious and unconscious, and external behaviors and actions towards others.

7. Institutional racism: Occurs within institutions and organizations, such as schools, that adopt and maintain policies, practices, and procedures that often produce inequitable outcomes for students who identify as BIPOC (Black, Indigenous, and People of Color) and advantages for white people.

8. Culture: The customs, traditions, language, beliefs, arts, social institutions, values, and achievements of a racial, religious, or other groups within a community, nation, and/or people.

9. Gender Identity: A person's deeply held sense or psychological knowledge of their own gender. One's gender identity can be the same as or different from the gender assigned at birth.

10. Gender Expression: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

11. Transgender: Describes a person whose gender identity or expression is different from that traditionally associated with assigned sex at birth.

12. Gender Non-Conforming or Non-Binary: A term used to describe people whose gender expression differs from stereotypic expectations. This includes people who identify outside traditional gender categories or identify as both genders.

13. Sexual Orientation: Refers to a person's romantic or sexual attraction to people of the same or opposite or multiple sexes.

14. Discrimination: Pre-judgment, bias, or unjust acts based on race, ethnicity, immigrant status, gender and gender identity, religion, age, and different abilities.

15. Restorative Justice/Reconciliation: A method used to repair the harm and trauma caused by an event or act that is damaging due to its racist and/or discriminatory intent,

and to reconcile the relationships of the individuals involved to one of civility. The intended outcome is to promote healing within the school community and beyond.

16. Structural (or systemic) racism: Encompasses the history and current reality of institutional racism across all institutions and society. It refers to the history, culture, ideology, and interactions of institutions and policies that perpetuate a system of inequity that is detrimental to communities of color and the values we uphold in South Kingstown.

17. Complainant: A student, parent/guardian and/or district employee who is alleged to be the victim of conduct that could constitute racism, discrimination and/or harassment against a member of a protected class.

18. Respondent: An individual who is a current or former student or current employee and who has been reported to be the perpetrator of conduct that could constitute racism, discrimination and/or harassment against a member of a protected class.

19. Microaggressions: Everyday verbal, nonverbal, and environmental slights, snubs, insults, whether intentional or unintentional, that communicate hostile, derogatory or negative messages to target persons based solely upon their marginalized group membership.

II. POLICY REGULATIONS:

These regulations are designed to dismantle the interpersonal, institutional, and structural racism that exists in the District. The South Kingstown School Committee (“School Committee”) directs the following action:

III. POLICY COMMUNICATION & SHARED RESPONSIBILITIES

A. It shall be made clear to all employees of the District that racism and discrimination includes, but is not limited to: racially-motivated comments, microaggressions, slurs, jokes, pictures, objects, threats, physical assaults, and/or intimidation. It also includes institutionally or culturally racist policies, practices, and norms, unequal application of policies based on race, and unequal or biased treatment based on race. This includes behaviors, actions, or systems that may not be intended to be racist but harm people of color, as well as intentional racial harassment or discrimination.

Each member of the educational community is personally responsible for ensuring that their conduct does not in any way harass or discriminate against any other person that they have contact with in the performance of their duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment that they witness and to immediately report to the building Principal instances of discrimination, including harassment that are reported to them, they observe, or of which they otherwise learn.

B. Each school in the District shall post a public statement against racism, discrimination, and harassment in a location visible to students, staff, and visitors entering the school. The District

shall also post a public statement in high-traffic locations at its main office and on the District's website. The public statement shall read: "South Kingstown Public Schools are committed to establishing and sustaining an equitable community that achieves the District's mission. The South Kingstown School district leadership and School Committee reject all forms of racism, discrimination, and harassment as destructive to the District's mission, vision, values, and goals."

C. The District shall establish a student organization at the middle school and high school to promote equity, diversity, and cultural empowerment, and for these students to serve as leaders and spokespersons within their schools and school district.

D. The District's Anti-Racism, Anti-Discrimination and Anti-Harassment Policy shall be included in student handbooks provided to students and families.

E. The School Committee shall take necessary steps, in cooperation with all unions representing employees of the District, to ensure that the Anti-Racism Policy, Anti-Discrimination and Anti-Harassment Policy will be included in the various Collective Bargaining Agreements between the District and each union.

F. The School Committee shall also ensure that the Anti-Racism, Anti-Discrimination and Anti-Harassment Policy is provided to the School Resource Officer (SRO) program administered through the South Kingstown Police Department's Juvenile Division.

G. This policy shall be translated into the preferred language of all families in the District and be made available for families who speak those languages.

IV. LEADERSHIP AND ADMINISTRATION

A. The District shall address systemic racism as follows:

1. Develop and conduct a systemic Equity Needs Assessment ("Assessment") for the District to identify policies and practices that cause or contribute to inequitable outcomes. The Assessment shall be done by an outside entity and shall include an inventory of what equity-related data is currently collected by the District. Following the Assessment, strategies shall be developed and implemented to address the identified issues.

2. Address disparities in course participation (including AP/Honors participation):

- a. All school staff making class/course recommendations shall provide a written or electronic explanation for the recommendation to students and/or families.

- b. School counselors shall be responsible for educating all students and families as equitable partners in the selection process and course sequencing.

- c. Middle and High Schools will offer opportunities for supplementary coursework, such as summer bridge programs or tutoring during or after school, to students interested in moving to higher level courses.

3. The District shall implement strategies (such as Kingian non- violence training, trauma-informed techniques, de-escalation techniques, etc.) for conflict reconciliation and restorative justice as non-punitive methods to reduce and eventually eliminate racial disparities in discipline and suspension.

a. To ensure consistency in student discipline, each school shall collect and, at least annually, report data on the South Kingstown dashboard about all disciplinary actions. The data shall include, to the extent possible under the law, the student's race/ethnicity, gender, gender identity, sexual orientation if known and disclosed by student, socio- economic status, special education, and English Language/ Multilingual Learner status, as well as a written explanation of the behavior leading to discipline and the specific corrective action taken. Each report shall comply with any and all federal and state laws and/or regulations, including the Individuals with Disabilities Education Act ("IDEA"), the Family Education Rights and Privacy Act ("FERPA") and any other applicable privacy laws or regulations.

b. When school administrators determine a school community member has committed a racist or discriminatory act, that person shall be provided the opportunity to learn about the impact of the actions on others through practices as restorative justice, mediation, role play or other explicit policies or training resources, such as Kingian Nonviolence, conducted by trained personnel.

c. The district shall organize a standing social justice and equity committee/advisory group with representation at each school. This committee, consisting of students, faculty/staff, and stakeholders will recommend in-school cultural appreciation experiences for students and faculty, including but not limited to: educational opportunities such as assemblies, exhibits, guest speakers, field trips, etc. In addition, this committee shall recommend to the District what the needs are for each of the schools based on input from key stakeholders.

d. Each school will present this policy to the student body on the first day of school, demonstrating its high priority and setting the tone for the school year.

V. CURRICULUM AND INSTRUCTION

A. Recruiting, hiring and retaining teachers, staff, administrators, and coaches who identify as BIPOC, in addition to other underrepresented populations, shall be one of the District's top priorities. Representative members of the BIPOC community, and other underrepresented populations, shall be invited to serve on the hiring committee for all new employees.

B. Curriculum and instructional materials for all grades shall reflect cultural and racial diversity and include a range of perspectives, identities, and experiences, particularly those of historically underrepresented groups of color.

C. All curriculum shall be examined for racial, cultural and other discriminatory bias against a protected class by the District's Director of Curriculum. The District shall revise the present

curriculum to reflect an antiracist/culturally empowered, anti-discriminatory lens and shall provide additional supplemental educational resources for students at every grade level.

D. Where materials reflect racial, cultural or other discriminatory bias against a protected class, teachers utilizing the materials will acknowledge the bias and communicate it to students and parents. The teacher will then seek other materials that have been approved by the District.

E. Student in-class and extra-curricular programs and activities shall be designed to provide opportunities for cross-cultural and cross-racial interactions to foster respect for cultural and racial diversity. The District shall support inter-school activities that will allow students to experience diversity (e.g. sharing a guest speaker, collaboration between student organizations, etc.).

VI. TRAINING

A. All School Committee members, administration, faculty, and staff shall be required to participate in training related to this Anti-Racism, Anti-Discrimination and Anti-Harassment Policy on an annual basis.

B. All teachers, administrators and School Resource Officers shall be trained in implicit bias, cultural awareness and/or culturally responsive teaching practices. Culturally responsive, and anti-discriminatory, teaching practices shall be incorporated into teacher and administration evaluations, to the extent allowable through potentially required negotiations with the Union and approval by the Rhode Island Department of Education. Training should occur annually and shall be on-going.

C. All staff, including SROs, shall be engaged in on-going training such as Kingian nonviolence (i.e. workshops, and/or professional development), antiracism and anti-discrimination practices, antibias, cultural empowerment, trauma-informed practices, conflict-resolution and de-escalation techniques and how each can produce equitable practices and outcomes.

D. This policy will be presented to the South Kingstown teachers and staff during the first staff meeting of the year by the building administration.

VII. POLICY ENFORCEMENT

A. School administrators at each school shall be responsible for collecting, reviewing and providing an annual report to the School Committee on data regarding racial disparities in areas including, but not limited to: student achievement, attendance, suspension/discipline, graduation rates, and Advanced Placement identification. The report shall also include evidence of growth in each area outlined by the Anti-racism, Anti-Discrimination and Anti-Harassment Policy (i.e., communication, leadership and administration, curriculum and instruction). The written reports shall be made available to the public, to the student cultural empowerment group, and to school equity teams.

B. A report of each school's compliance with this Policy shall be posted on the District website on an annual basis. The report shall include the number of reported incidents, type of incidents (student to student, staff to staff, student to staff, etc.), resulting actions and documentation of educational efforts. Each report shall comply with any and all federal and state laws and/or regulations, including the Individuals with Disabilities Education Act ("IDEA"), the Family Education Rights and Privacy Act ("FERPA") and any other applicable privacy laws or regulations. In addition, data on staffing (hiring, number of positions, demographic make-up) and action towards goal attainment (recruitment and retention of a more diverse workforce, including TAs and student teachers) shall also be reported.

C. The Superintendent and School Committee shall be responsible for implementation and evaluation of district strategies for implementation of this Policy. Resources shall be set aside in the School District budget to allow for implementation of the Policy.

VIII. REPORTING

A. Foundational Principles

- 1. The South Kingstown School District encourages all members of the school community to attempt to resolve complaints and concerns through the District. All complaints shall be treated fairly and consistently, as confidential as possible, and resolved as speedily as possible.**
- 2. Any member of the school community who raises an issue of racism, discrimination or harrasment in good faith shall not be victimized, retaliated against or otherwise treated unfairly. All complaints of victimization or retaliation shall be taken seriously, investigated, and acted upon as quickly as possible.**
- 3. Every student and staff member in the South Kingstown School District should feel welcome, supported and emotionally and physically secure at school. The well-being of all students and employees are a priority for the District. The District understands that students and professionals cannot achieve their full potential if someone is treating them unfairly, discriminating against them, vilifying, harassing or victimizing them.**
- 4. Anti-harassment investigation procedures, as contained in subsection VII, exist to provide an avenue to address unacceptable behavior and are designed to explain what to do if a student/employee believes they have been discriminated against. The District shall treat all reports fairly, confidentially and quickly. All complaints will be fully investigated and appropriate action will be taken to resolve the issue.**
- 5. Any member of South Kingstown is encouraged to report incidents or allegations of incidents which violate the Anti- Racism, Anti-Discrimination and Anti-Harassment Policy and shall be assisted in the reporting by school staff.**

B. Reporting Procedure

1. The District shall ensure there are various, including anonymous, means for students and staff to report racism and other forms of discrimination. When possible, complainants shall be encouraged to use names, so that a thorough investigation may be completed.
2. An online reporting form shall be made available on the District's website and each District school's website, for reporting violations of this Policy. This online form may be utilized by both students, parents/guardians, and employees. ([Link to online reporting form](#)).
3. Student and parents/guardians may also report an alleged violation of the Anti-Racism, Anti-Discrimination and Anti- Harassment Policy to any District employee. Any District employee who has knowledge of an incident or allegation of incident which violates the Anti-Racism, Anti-Discrimination and Anti-Harassment Policy is required to report it to the appropriate School District personnel (Superintendent, building level leaders and Human Resources), pursuant to the Investigation procedure, immediately.
4. District employees shall report alleged violations of the Anti- Racism, Anti-Discrimination and Anti-Harassment Policy through the online portal or to their building principal or, if the reporter is not located at a school or they feel that the building principal has a conflict of interest, to the appropriate School District personnel (Superintendent and Human Resources).
5. The District shall take any and all necessary mitigating measures to protect and keep reporting students safe after the reporting of a violation of this policy, including the use of safety plans and No Contact Orders.

IX. INVESTIGATION

A. Any SKSD affiliated student, parent/guardian or professional who believes that they have been subjected to a violation of this policy is encouraged to avail themselves of the District's resolution procedures, as described below. However, the District is obligated to respond to any notice of unlawful discrimination, even if that notice is provided outside the complaint procedures described below. Any complainant may elect to bypass the District's complaint procedures and file a complaint directly with one of the agencies listed below (see timeframe requirements for each agency). The District will strive to respect the confidentiality and privacy of those involved to the extent feasible. Retaliation against anyone who makes use of the complaint procedures below, or against anyone who participates in an investigation, is prohibited and will not be tolerated.

B. Informal Resolution Procedure

1. Employees and third parties may initiate the informal resolution procedure by notifying their immediate supervisor and/or a union representative of their complaint.
2. Students may initiate the informal resolution procedure by notifying the school principal or an adult of their choice of their complaint as detailed above.
3. The informal procedure can also be initiated by using the online reporting tool and/or communicating the complaint verbally.

4. The informal resolution procedure is intended to encourage communication and a resolution between the parties involved, through a trained mediator, who will facilitate a mutual understanding that will prevent a recurrence of such behavior. Any complainant may elect to bypass the informal resolution procedure and initiate the formal resolution procedure below.

C. Formal Resolution Procedure

1. Any employee, student or third party may submit a formal complaint alleging a violation of the District's Anti-Racism, Anti- Discrimination and Anti-Harassment policy. A formal complaint may be made through a written statement or by using the online reporting tool which shall set forth a statement of the facts describing the problem or action alleged to be discriminatory or racist and the specific remedy sought. Alternatively, oral complaints may be communicated to any District employee, and if needed, the District will assist complainants in transcribing their oral complaints into written statements. There is no statute of limitations when filing a report at the district level.

2. Formal complaints regarding students and/or building level staff shall be investigated by the school principal and shall be immediately reported to the superintendent. In the event that, after consultation with the superintendent, it is determined that the principal has a conflict or the scope and/or subject of the investigation requires a designee, the Superintendent shall investigate the complaint or designate an investigator.

3. Formal complaints regarding central office employees shall be investigated by the Director of the Department in which the complainant works and shall be immediately reported to the superintendent. In the event that, after consultation with the superintendent, it is determined that the director has a conflict or the scope and/or subject of the investigation requires a designee, the Superintendent shall investigate the complaint or designate an investigator.

4. The designated investigator shall conduct a prompt, reliable, impartial, and thorough investigation of the complaint. The investigation will afford all interested parties an opportunity to present witnesses and submit other evidence relevant to the complaint directly to the investigator. The Superintendent will maintain the files and records of the District relating to all such complaints.

D. Determination

1. The District shall issue a written report ("Report") not to exceed 30 working days after the filing of the complaint. Under certain circumstances, such as delay occasioned by vacation periods or the complexity of the investigation, the District may extend this timeframe and will notify parties of the extension.

2. The Report should include background information, findings that resulted from the investigation, a proposed resolution and the rationale for any such resolution. To the extent

possible, student and employee names and personally identifiable information shall be redacted from the Report.

3. Within a reasonable time after the Report is finalized, the School Principal, Director or Superintendent shall issue a written decision in which they revise (in full or in part), and/or confirm the Report (in full or in part). This written decision by the Superintendent (“Decision”) shall be sent to the complainant and respondent.

E. Appeals

1. Both parties shall have the right to an appeal from a determination regarding responsibility contained in the Report.

2. The School Committee shall serve as the decision-maker for any appeal that is taken, according to the following procedure:

a. If either party wishes to appeal from a written determination of responsibility, they must file a notice of appeal with the Title IX Coordinator within thirty (30) days from the date that the School District provided said written determination.

b. The District shall notify the other party in writing when an appeal is filed. Each party will then have ten days to submit a written statement in support of, or challenging, the outcome.

c. Following this ten-day period, the School Committee will take up the matter in executive session at its next business meeting.

d. The School Committee shall issue a written decision describing the result of the appeal and the rationale for the result and provide it to both parties simultaneously.

X. MONITORING

The District, as well as each individual school shall monitor how complaints are resolved and of the well-being of those involved. Further action will be taken if the racist, discriminatory and/or harassing behavior continues.

XI. REPORTING TO OUTSIDE AGENCIES

A. Even though the District encourages all members of the school community to attempt to resolve complaints and concerns through the District if possible, it recognizes the right to seek help from outside the District.

B. The availability and use of this complaint resolution procedure does not prevent a person from filing a complaint of discrimination with the following agencies:

Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor

Providence, RI 02903

(401) 222-2661

File with EEOC within 180 days from the date of the alleged harm

Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

1-800-669-4000

File with EEOC within 180 days from the date of the alleged harm

Office for Civil Rights

United States Department of Education

5 Post Office Square Boston, MA 02109

(617) 289-0111