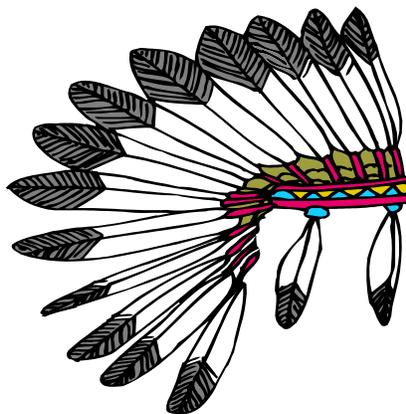


PONAGANSET MIDDLE SCHOOL

STUDENT HANDBOOK



2018-2019

Ms. Marcotte

Principal

Mr. Porrazzo

Assistant Principal

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North Scituate, RI 02857

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www.fg.k12.ri.us

PRINCIPALS' MESSAGE

Welcome to Ponaganset Middle School! This handbook has been prepared to introduce you to Ponaganset Middle School and make you familiar with the goals and responsibilities of the middle school experience. Our school is a community of administrators, teachers, staff, and parents who are working together to provide a challenging, positive, creative environment for our students. By working together we can reach our vision of high expectations for every student. Our goal is to create a strong base of academic learning and enrichment that will guide our students through their many life experiences. We believe that middle school is an exciting time, a time of challenges and learning about each other and ourselves. We are dedicated to providing those challenges and also to meeting the challenges together. We are excited to have the opportunity to get to know you and to make you part of our middle school family.

Ms. Marcotte

Principal

Mr. Porrazzo

Asst. Principal

FOSTER/GLOCESTER REGIONAL SCHOOL DISTRICT

MISSION STATEMENT

Mission: The mission of Ponaganset Middle School is to provide all students with the opportunity to demonstrate high achievement and to become healthy, responsible, productive citizens and life-long learners within a safe, dynamic environment.

WE BELIEVE

We Believe: All students can learn and learn in different ways. All students have unique talents and abilities. Schools must be safe, healthy, secure, nurturing learning environments.

Education is the shared responsibility of home, school and community.

PROGRAM OF STUDIES

The program of studies at P.M.S. is two-fold in nature. First, students are required to take certain subjects which provide them with a broad background in the basic disciplines of English, Social Studies, Mathematics, Science and Physical Education. Secondly, a number of courses are provided so that students can explore a variety of academic areas. Students should work toward the achievement of the educational, occupational, and personal growth goals they have established for themselves. It is each student's responsibility to consult with his/her parents, teachers and counselor to get the help he/she needs.

The goals you set for yourself, the responsibility you assume and the sincerity of purpose in meeting the demands of courses will determine to a great extent the success of your middle school educational career.

ACADEMIC HONESTY

The high expectations for students to reach their highest potential at Ponaganset Middle School require that each student demonstrates what he/she knows and are able to do by engaging in daily class activities, completing homework and special projects, and by participating in state/district assessments. The presenting of someone else's work as your own (copying homework answers, direct copying from the internet, sharing electronic documents, etc.) prohibits teachers from accurately determining a student's progress towards reaching their highest potential. It is expected that all students will submit original work when completing assignments and follow standards for academic honesty.

NON-DISCRIMINATION NOTICE

Ponaganset Middle School does not discriminate on the basis of race, sex, color, or national origin or age.

FOSTER -GLOCESTER REGIONAL SCHOOL DISTRICT POLICIES

Policies include but are not limited to the following and are available on the district website www.fg.k12.ri.us

ZERO TOLERANCE POLICY

ANTI-TOBACCO POLICY

SEXUAL HARASSMENT POLICY

SUBSTANCE ABUSE POLICY

BULLYING POLICY

INTERNET POLICY

Ponaganset Middle School

GENERAL INFORMATION

SCHOOL HOURS

Students will be dropped off by the buses in the rear of the school building. They may enter the building at 7:20 or when the administrator indicates. Morning transition and homeroom period is from 7:20 A.M. until 7:45 A.M., when first period begins. School ends at 2:00 P.M. No students are permitted to remain in the building or on school grounds at any time unless they are supervised by a faculty member. All students must leave the school when classes are dismissed unless they are directly supervised by a faculty member.

OPENING EXERCISES:

Announcements begin each morning at 7:40 A.M. with a moment of silence and the Pledge of Allegiance.

VISITORS

All visitors are to report to the Main Office where they may request a visitor's pass from the Principal. Students requesting to bring a guest to school must obtain the Principal's permission at least two days before the expected guest plans to visit.

TELEPHONE USE

Only school telephones are allowed to be used during the school day and should be restricted to emergencies. Permission to use the phone must be obtained from the Principal or the Assistant Principal. Phone calls must not be made during class time and are made in the Assistant Principal's office only. Student cell phones are not allowed to be used during the school day.

EMERGENCY INFORMATION FORMS

Emergency Information Forms and Health Information Cards are sent home early in the year and must be filled out carefully and completely and promptly returned to school. Notify the school if any change of information takes place during the school year.

HOME-SCHOOL COMMUNICATIONS

Please understand that any correspondence from the school or teachers must be brought to your parents/guardians attention. Many forms of communications such as individual Progress Reports and Disciplinary Referral Forms must be signed by a parent and returned promptly to confirm receipt. Ponganset Middle School has a page on the district website with parent [information](#).

STUDENTS' RECORDS

Official student records cannot be provided to any agency or individual without the written consent of the student's legal guardian or parent having legal custody of the student.

CHANGE OF SCHEDULE PROCEDURE

A student's schedule will be changed only after communicating with the parents and the Administration, the Teacher, the Team Leader and the Guidance Counselor are in full agreement that a course change is in the best educational interest of the student. Parents are encouraged to call the Guidance Counselor at any time to discuss placement or any academic or social problems their child may be experiencing.

Students in Band and Chorus may drop their music course prior to Friday, October 5, 2018. Students are then enrolled in these performance programs for the remainder year as noted in the PMS Band and [Chorus](#) Handbooks.

WITHDRAWALS AND TRANSFERS

If you withdraw from or change schools you must:

1. Report to the Guidance Office for a withdrawal form.
2. Have the withdrawal form signed by all of your Teachers, the Nurse, Librarian, Attendance Secretary and Guidance Counselor.
3. Return the form to the Guidance Office.
4. Have your parent or guardian must sign a release of records form available in the Guidance Office.

A transcript of your work will not be sent to your new school until you have been cleared satisfactorily.

EMERGENCY DRILLS

Each student should become familiar with the fire, evacuation and lockdown drill instructions posted in the rooms in which you have classes. When the fire alarm or an emergency announcement is heard each student will follow these instructions:

1. Listen to the teacher giving directions.
2. Leave the room as directed in a quiet and orderly manner.
3. Upon leaving the building proceed as directed in a quiet orderly manner to the assigned area with your teacher.

Evacuation and lockdown drills will be conducted in accordance with fire and safety regulations. According to law, no student will be excused from drills without a written excuse from a physician.

BUS SAFETY

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. No headphones or ear buds are allowed when entering or exiting the bus.

While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay and/or fooling around is not permitted around or on the school bus.

Bus riders should never tamper with the bus.

Do not leave books, lunches or other articles on the bus.

Bus riders are not permitted to leave their seats while the bus is in motion.

Bus riders are expected to be courteous to fellow pupils and to the bus driver.

Follow the bus driver's instructions at all times.

The bus driver is the authority on the bus. Parental support for the driver is essential.

Students are not allowed to ride any bus other than their regularly assigned bus. Only in cases of emergency and with 24 hours notice will students be allowed to ride another bus or get off their bus at a location other than their regular bus stop. Permission must be obtained from the bus companies. (For Gloucester residents, globusco@gloschools.org Hopkins Bus Company- Kim Hopkins 568-5096 and Jaques Bus Company- Jaqueline Dussault 568-8433, Foster Bus: Scott Baton or Lynn - 397-7415). **Once permission is obtained, students must present the middle school [bus form](#) signed by their parents to the Assistant Principal that documents permission from the bus companies.**

This note, concerning the desired change, will be countersigned by the Assistant Principal and must be presented to the appropriate bus driver at boarding time. Students may not make these arrangements within the school day. Violations of school bus rules can result in detention, suspension from school or suspension from the school bus for one or more days/weeks. Students are not allowed to get off the bus at the high school without a pass.

DRESS CODE

Students are expected to keep themselves well-groomed and neatly dressed at all times. The clothing that students wear should conform to reasonable standards of modesty, cleanliness, good taste and good manners. Students are expected to dress in a manner appropriate for attending school. Clothing that disrupts the educational process is unacceptable. Therefore, for all students certain guidelines are noted below:

1. No hats, bandanas, colors or any perceived gang related attire may be worn. No chains may be worn on pants.
2. No clothing or accessories with messages that mention alcohol, drugs, violence, sex, tobacco, or profanity (or imply same) may be worn.

3. No running shorts or short shorts will be permitted.
4. All shirts and blouses must fully cover the shoulders, waist, bust and midriff areas at all times. No exposed undergarments. No halter tops, halter dresses, mini skirts, tank tops, tube tops, or muscle shirts.
5. Sunglasses may not be worn in school unless a medical reason exists, in which case clearance must be given by the administration.
6. Outerwear may not be worn in school unless there is a medical reason, in which case clearance must be given by administration.
7. Any type of footwear that may be hazardous and destructive (black sole heavy work boots) will not be permitted.
8. Pajamas, slippers, slides and sandals are not to be worn to school and may not be worn in Physical Education classes.

Students not conforming to the above guidelines will be required to change clothes and parents may be notified to bring a change of clothing.

PERSONAL POSSESSIONS

No valuables such as expensive watches, electronics, cell phones, jewelry, collectible items or large amounts of cash should ever be brought to school.

BACKPACKS

Backpacks or book bags may not be carried from class to class during the school day, they are to be left in the locker.

LOCKERS

You will be issued a locker during the first week of school for your use during the school year. The locks are attached to the lockers. Students will be given a combination which must be kept confidential in order to ensure security of their personal items. To make sure your belongings are safe follow these recommendations:

1. Keep your locker locked at all times.
2. Do not give your combination to anyone.

You may go to your locker before homeroom, on the way to lunch, before and after specials and after school. Carry with you what you will need for the entire morning. After lunch, carry with you what you will need for the afternoon. If items are stolen from your

unlocked locker or from an area such as the locker room, which is unsecured, it is your own responsibility. The school is not responsible for lost or stolen items.

Note: School lockers remain the property of the school and not the student. The school reserves the right to inspect the lockers at any time.

ELECTRONICS

Ipods, Smart phones, Mp3 players, handheld video games, cell phones, cameras, and other electronics should not be brought to school. These items are expensive and easily stolen. If you must bring any electronic device to school, it must remain locked in your locker unless it is being used for an academic purpose. Although students are given lockers with a lock, many do not take advantage of this or share their locker combination; therefore, we cannot be held responsible if personal possessions which are not locked up are missing. Please be aware that the gymnasium locker room lockers do not have locks on them and that there are many students in the room at one time. Students are told repeatedly that valuable items, such as handbags, must be locked in their regular lockers before going to the gym. **Students should not bring their electronic devices to gym.**

If used inappropriately cell phones and other electronic devices that access the internet or take pictures can pose a security risk to your child and others. Cameras or cell phones are prohibited in school. Dissemination of sexually explicit content or the mere possession of such content on an electronic device of any kind in school is against RI state law. Any violation will be reported to the police and may constitute a crime. Cell phones, electronics, and games that are not being used for academic reasons with teacher permission will be confiscated and held until the parent can come to school to pick them up. Paging devices are prohibited by state law. Lasers are dangerous and will also be confiscated.

SELLING

Students are not allowed to sell candy, raffle tickets or any other products on school property without proper authorization. Soliciting funds for any purpose is also prohibited.

LOST AND FOUND

Parents and students are urged to label all possessions, including wearing apparel. All lost items are placed in "lost & found" in the Health Clinic and in each team suite. Encourage your child to search for missing possessions in these areas.

FIELD TRIPS

Educational field trips place classroom work in a real life setting, motivates interest in units of study, provides common experiences to a group, permits variety in teaching methods, and broadens environmental background. These trips are a part of the curriculum as an alternative to the regular academic day, students are expected to attend. If for any reason a student isn't attending the field trip it is not a day off, a corresponding purposeful lesson will be provided and all school attendance guidelines will be followed.

Students participating in a school sanctioned trip are required to have the permission form completed, signed by a parent or guardian and returned to the appropriate staff member prior to the designated deadline. Students must turn in the trip fee with the permission form. Exemplary conduct is expected of all students on a field trip. Students are to leave from and return to the middle school in the transportation required. All school rules and consequences apply during field trips.

A student may be denied the privilege of attending a field trip if the teacher in charge and/or an administrator believes that the student will jeopardize the health and safety of other students or themselves, or that the student will be a disruptive factor during the trip. In some cases, a parent will be allowed to accompany the child for supervision, at their own expense.

P.M.S. PRIDE Time – ADVISORY PROGRAM

The purpose of PRIDE Time is to develop a nurturing, supportive environment in which each student is known well by his/her advisor. Each advisory group has an advisor (teacher) and approximately fifteen students assigned to the group. All students are assigned to an advisory group. Advisory scheduling will be communicated through the student's individual schedule. Middle school students need special support and guidance as they assume responsibilities at school, at home, and in the community. Their experiences at this

age are critical in developing interests, attitudes, and habits that help determine success in adult life. Our advisory program addresses these needs:

- Helping students adjust to middle school.
- Providing support for students' academic and social goals.
- Helping students understand themselves and their relationships.
- Improving students' communication skills.
- Helping students get organized.
- Improving students study skills and decision making.
- Helping students explore educational and career goals.
- Improving problem solving and conflict resolution.

ACADEMIC INFORMATION

PROGRESS REPORTS

Progress reports are distributed electronically during each quarter. This report can also be used at any time by a teacher to inform a student's parent or guardian of the student's unsatisfactory performance in class or impending failure in a subject. A hard copy of this form may be forwarded to the student's parent or guardian. The parent or guardian must sign it and have it returned by a student within three days of its receipt. Failure to return the form as directed will result in disciplinary consequences and the telephoning of the parent or guardian to determine the cause of its delayed return.

REPORT CARDS

Report cards are distributed electronically and communicated through parent/guardian email at the end of each quarter. These reports include a grade in achievement in all subjects, and comments or explanations by each teacher when necessary and the number of absences. It is of significant importance that parents/guardians update their email addresses and phone information with the guidance department as soon as it changes. The schedule of the report date will be posted on the school calendar and website and will also be communicated through an automated phone message from the building principal. If a paper

copy is required for any reason please contact the guidance department and one will be provided.

MAKE-UP WORK

The student is ultimately responsible for making arrangements for make-up work. This work must be completed within a period of time as established by the teachers following the guidelines of the [district grading policy](#).

EXTRA HELP

Teachers at Ponaganset Middle School make themselves available for extra help after school. Students need to make prior arrangements with teachers to schedule extra help.

[Canvas parent portal](#) is now available to check your student's grades at www.fg.k12.ri.us.

GRADING SYSTEM

The following grading policy is in effect at Ponaganset Middle School:

A letter grade will be used on the report card. A grade below **65** will be entered as an **F** to indicate a student is failing. Comments may be added by each teacher in reference to conduct or academic performance.

Letter Grade	Numerical	Equivalent
Numerical Range		
A+	98	97-100
A	95	93-96
A-	92	90-92
B+	88	87-89
B	85	83-86
B-	82	80-82
C+	78	77-79
C	75	73-76
C-	72	70-72
D+	68	68-69
D	65	65-67

F	64	64 or below
P		Pass
I		Incomplete

Notes: (a) Students who earn an F as a final course grade may enroll in summer school for the purpose of making up a course.

(b) Arrangements for an incomplete grade on the report card must be made within 5 school days or it automatically becomes a failing grade (**F**).

HONOR ROLL REQUIREMENTS

First Honors: Students who achieve an academic average of A- (90) or higher in all subjects will have earned First Honors.

Second Honors: Students who achieve an academic average of B+ (87 - 89) in all subjects will have earned Second Honors.

Third Honors: Students who achieve an academic average of B (83 - 86) in all subjects will have earned Third Honors.

Note: Students with an F, I or P in any subject are ineligible for the Honor Roll.

PROMOTION/RETENTION POLICY

1. During the first marking period those students who are in danger of failing two or more of the core courses will be subject to intensification of those interventions traditionally applied to students who are not performing to expectations. Students in this category will be counseled by their teachers, parents will be notified through progress reports, students will be advised to stay after school for extra help, student weekly reports will be initiated and referral to the PST (Problem Solving Team) or the ET (Evaluation Team) may occur as appropriate.

2. Students receiving an average of F in two or more core academic subjects after the first marking period will be counseled by their assigned Guidance Counselor about study skills, responsibility and time management. Guidance will also monitor these students bi-weekly to determine progress.

3. A letter to parents will be sent to inform them that there is a danger of retention at the end of the second quarter.
4. Students who earn an F average for the year in two or more core (Math, Science, Language Arts or Social Studies) will be retained. These students will be identified and may be discussed at Problem Solving Team meetings during the third quarter to establish mitigating circumstances which might result in placement at the next level with appropriate academic support.
5. Retained students may be passed on to the next grade by making up at least one of the failing grades received in the academic subjects at summer school, if available, so that they have failed only one.
6. No student is to be retained more than once in the same grade without an alternative placement being implemented.
7. Students attaining the chronological age of 16 in the next school year and not in a special program will be transferred to the high school with recommendations for placement.

BOOKS AND MATERIALS

The School District supplies the student with all necessary textbooks. When the student receives the books, she/he is responsible for covering and proper care of the books and he/she will be liable for all damages to them or their loss. Loss or damage to books or other school property will require compensation.

HOMEWORK POLICY

Ponaganset Middle School teachers will help you develop the responsibility needed to be prepared for learning each day. Being a successful learner involves self-discipline and organization. Good study habits are extremely important. Here are some hints to help you do well in school.

NOTE: In order to be successful at Ponaganset Middle School, you will need to read on a daily basis. Reading should occur in and out of school.

- Teachers will work together with you to set academic goals. Write them down and return to them often. Work hard to achieve those goals by budgeting your time wisely.
- Your teacher will have you review your assignments and calendar on your digital planner each day.

- Time will be provided each day for you to clarify any questions you may have about your assignments **before** leaving class.
- Refer to your assignments/calendar when you are packing your bag at the end of the day to ensure you have the necessary materials.
- Everyone has a peak learning time. Figure out when you are most alert during your after school time and plan to work on your assignments then.
- Be sure to complete assignments in a place that is well lit, quiet, and gives you access to materials you might need (including writing instruments, art supplies, dictionary, computer, etc.)
- Avoid unnecessary interruptions.
- Study for the length of time you can remain focused. Take a break, do something active to increase blood flow to your brain, and return to your unfinished work with new energy.

If you are experiencing difficulty in a subject or on a particular assignment, or if you have been absent, seek extra help from your teachers. Teachers stay after school for extra help sessions on Monday, Tuesday, Wednesday, or Thursday unless they have other district obligations. At times, a teacher will make arrangements for you to obtain additional help if it is apparent that you are having difficulty. This is not to be thought of as a punishment.

The amount of homework varies somewhat from teacher to teacher, subject to subject, and grade to grade. All assignments will have educational value and none will be given for punishment or as busy work. In team meetings, your teachers discuss the type and amount of work assigned by their team colleagues and try to adjust assignments to avoid overloads.

Average Amount of Homework by Grade

Research supports between 10-12 minutes per grade for each grade a student has attended school.

Sixth graders should expect 60 – 72 minutes of homework per night.

Seventh graders should expect between 70 – 84 minutes of homework per night.

Eighth graders should expect 80 – 96 minutes of homework per night.

These times are estimates and are used as guidelines by teachers.

Weekends, long weekends, school vacations

- No more than one night's equivalent of homework will be assigned over weekends or long weekends. Assignments given over long weekends will not be due until the day after school resumes
- No homework will be assigned over school vacations. Any long term homework which is due after a school vacation week must be assigned at least one week prior to a school vacation week and will not be due for at least five school days after a school vacation week. Students should plan accordingly to avoid having to work on long term assignments during school vacations.
- No tests will be given on the day school resumes after a long weekend or school vacation.

Announced Assessments

Due to the many unified arts (F.A.C.S., Health, Art, Computer Technology, etc.) and core classes (Math, Science, Social Studies, Language Arts) that students at Ponaganset Middle School take, it may be necessary to have more than one announced assessment (quiz, test, district assessment, etc.) on the same day.

Team teachers will work together to avoid giving tests on the same day. However, it may be necessary to have two announced team assessments on the same day in addition to announced unified arts assessments at certain times of the year.

What should you do if you do not understand your homework?

If you realize, after arriving home, that you do not understand your homework assignment, you should make a serious and sustained attempt at completion. Your parent may attach a note to your work indicating that the assignment could not be completed because you did not understand it or because you worked more than the expected time for homework by grade (see above). This does not apply to long term assignments that have been left to the "last minute". When working on long term assignments it is important that students apply the time management skills learned in school.

Consequences for failure to hand in daily homework

Homework is one of many learning activities. For the purposes of this policy, homework does not refer to long-term assignments and/or projects, e.g., long-term writing pieces, long-term test preparation, or work assigned with the intention of being formally graded. Homework that is not at least partially scored and graded (i.e., only checked for completion) will not be considered as part of a student's academic achievement grade, but shall be reflected in the student's personal responsibility grade report.

If a student fails to hand in daily homework on time it will be reflected in the student's personal responsibility grade, may be required to stay with their teachers for extra help after school on Tuesday, Wednesday, and/or Thursday as needed, and may have a late work penalty applied to the grade of his/her work: for work that is one day late (up to 5%), 1 week late (up to 10%), more than 2 weeks late (up to 15%) of the grade received (e.g., a student who earns an 80 on a make-up may have 12 points reduced). The late work penalty will be an amount not to exceed the percentage agreed to by the school with a maximum cumulative value of 15%.

Your homework average may be worth up to 10% of your grade each marking period. Your math homework average may be worth up to 20% of your grade each marking period as this homework gives you the opportunity to review skill and practice what you have learned.

Requests to limit homework will be considered when your teachers and guidance counselor determine that adjustments need to be made. If you are out sick three days or **more**, your parents may request work by phoning the guidance office prior to 8:30 A.M. on the third day of absence. If your teachers feel you will be able to complete work at home, without having been in class, they will send it to the office where it may be picked up by your parent at 1:55 P.M. You may always check the teacher's webpage.

Algebra

The eighth grade Algebra class is an advanced course with the expectation that students will be ready for an advanced math

placement at the high school. The suggested guidelines above may not apply.

STUDENT ACTIVITIES

STUDENT CLUBS

Cheerleading	Math Counts	Ponaganset Post	
Math Team	Yearbook	Art	
Youth to Youth	SWAT	STEM	BOKS
PE Leaders	3D Printing	Technovation	

The above clubs or activities are open to all interested students. Plan your activity program for fun, companionship, service and health. The friendships you will make, the skills you acquire, the practice you will gain in leadership and group work will be valuable all of your life. Not all clubs are available each year.

(In order to participate/attend in any extracurricular activities students must attend school for the entire school day.)

STUDENT COUNCIL

The Student Council is the representative student body of our middle school, which voices student opinion and organizes student effort for the welfare of the entire school. The Student Council not only promotes and encourages active student participation in all school activities; it also serves as the student body's voice in working with the faculty and administration to provide the best school possible.

(In order to participate/attend in any extracurricular activities students must attend school for the entire school day.)

ATHLETIC ACTIVITIES

Interscholastic Athletics: Ponaganset Middle School offers many interscholastic athletic programs and is a participating school in the State Junior High School Interscholastic Athletic League. The teams available to our students are: Boys' and Girls' Soccer, Co-ed Cross Country, Boys' and Girls' Basketball, Wrestling, Co-ed Track, Co-ed Tennis, Boys Baseball, Girls Softball, Unified Basketball and Cheerleading. All teams are open to all students.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ATHLETICS GRADES 6-8

Participation in athletics and extracurricular activities is a privilege and educational opportunity. To be eligible to participate in athletics and extracurricular activities at Ponaganset Middle School, students are expected to maintain appropriate behavior, citizenship, and acceptable academic standards. Eligibility to participate in athletics and/or extracurricular activities in any given marking period will be determined by grades received in the proceeding marking period and through the monitoring of current averages. A student will be allowed to have failed one course in the proceeding marking period but must maintain a passing average in all current classes. Activities to which this policy applies are as follows: Interscholastic Athletics and Cheerleaders.

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

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

(In order to participate/attend in any extracurricular activities students must attend school for the entire school day.)

SPORTSMANSHIP

Recognizing the importance of good sportsmanship on the part of all athletics, coaches and spectators, the Foster-Glocester Regional School Committee endorses the sportsmanship policy adopted by the Rhode Island Interscholastic League. This policy addresses the conduct of all athletes' coaches and spectators at middle school athletic events. In accordance with this policy, each P.M.S. coach will receive a copy of the RI Interscholastic League manual. All athletes, cheerleaders, and parents will receive a letter from the Director of Athletics addressing the importance of sportsmanship and their role in assuring that all participants, including opposing teams and fans, and officials, experience a positive atmosphere at P.M.S. contests. Any student or coach ejected from a game will meet with the Director of Athletics and the Principal to discuss the nature of the ejection and to address what will be done to ensure that a repeat performance will not occur. The ejected person will fill out a questionnaire issued by the League and have it approved by the Director of Athletics and the Principal, to be returned to the league office before they can participate in another contest. League rules states that an ejected person must sit out the next league contest and they cannot be anywhere near the game. If a player or coach is ejected a second time, they will be suspended for the rest of the season and be placed on probation by the Ponaganset Regional Middle School Athletic Department.

Spectators involved in any type of taunting, baiting, harassment, fighting or derogatory comments towards players, coaches, officials, cheerleaders or other fans will be subjected to immediate removal from the contest. Their attendance at further contests may be revoked. It is the goal of all involved in P.M.S. athletics that all participants have a positive and pleasurable experience when attending athletic games.

FUNDRAISING

An annual Ponaganset Middle School Fundraiser is run every September. This is a fundraiser to support our Student Activities Fund which provides positive supports to teachers for their students. The money is also used to provide assemblies, speakers, assist with field trips and other activities not within our school budget. It provides books for classrooms, clothing and other needs for children and families as well. Students are asked to sell within their families or close friends and not to solicit door to door. Please help to support this sale which provides a great deal of extras to our students. You may continue to support the school after the sale ends and throughout the year by participating in fundraisers through our Ponaganset PTO and other group fundraising.

Dance Guidelines

The following guidelines and rules are in effect during all school dances:

1. Only PMS students are allowed to attend.
2. Hours of dances are 7:00 P.M. to 9:00 P.M. (6th graders are picked up at 8:45)
3. Each person attending a dance is expected to behave as a lady or gentleman at all times. All school rules apply.
4. No student will be allowed to leave before dismissal unless accompanied by a parent or guardian.
5. Students picked up later than 9:15 P.M. may be restricted from the following dance.
6. Middle School students are not allowed to attend High School dances.

7. Students may be restricted from school dances for poor classroom performance or school behavior.

(In order to participate/attend in any extracurricular activities students must attend school for the entire school day.)

LUNCH PROCEDURES

All students may fully enjoy lunch during lunch period if they know what is expected of them and follow the following procedures:

1. Students are to enter the dining area by way of the door closest to the library; however, if a student is purchasing a lunch, he/she may enter through the Auditoria door near the Main Office.
2. Students are to follow the directions of the kitchen personnel, custodian and lunch supervisor without question.
3. Seating will be on a first come, first served basis with no saving of seats. There is a limit of 12 students per round table.
4. Nothing is to be thrown in the Auditoria.
5. After disposing of trash in the proper receptacles, students are to return to their tables and remain seated until dismissed by the lunch supervisors.
6. Every student seated at a table is responsible for that table and the floor beneath and around that table being totally clean before any of the children there can be dismissed. (Note: group responsibility is the rule of thumb in the Auditoria.)
7. Your meal concludes during lunch. Any food and drink that is to be consumed in an afterschool program must be returned to the locker.

ATTENDANCE

Rhode Island State Law requires all students between the ages of six and eighteen years to be registered in and attend school. The law further requires the regular attendance of all students enrolled in a public school. The basic intent of the law is to give you the

opportunity to receive an education that will enable you to prepare for a happy and successful life.

Your attendance at school is a serious matter. When you are absent or late, you are missing all or part of the classroom instruction. The learning experiences that take place in a classroom are a meaningful and essential part of its educational structure. Time lost from class is irretrievable. Vacations are not considered excused time from school and assignments will not be provided by teachers. Students will be required to make up work upon return to school. Records show that a student's attendance is often related to his/her success in school.

Rhode Island law requires that any person of middle school age attend school each day it is in session. When a student is absent:

1. Parents are requested to call the school at 710-7500. Call at any time; voice mail will take your message prior to 7:30 A.M. Call 710-7500, select Option #2, and then Option #1 to reach voice mail. If a long-term absence is certain, please inform whoever receives your call. If your child is absent due to a contagious disease, please inform the school nurse when you call.
2. Someone from the school will attempt to reach parents who have not called, some time before the end of the day.
3. Only if it is impossible for you to call will a note be acceptable explaining why your child was absent. Notes should be turned in to the Assistant Principal in the morning in the schoolyard or the office.
4. Students whose parents do not call and do not bring a note to school may be assigned lunch detention each day until a phone call or a note from parents is received.
5. Students who are late for school must arrive with a note explaining why they are late or a parent must sign them in.
6. A student who is absent from school may not participate in any after school or evening activity.
7. Parents may request homework and/or classroom assignments once a student has been absent for 3 or more consecutive days of school by calling the secretary (710-7500 ext 2240)

Truancy

Truancy is a very serious violation of the state's attendance laws. Under RI state law, Title 16 Education, Section 1 of Chapter 16-19 Compulsory Attendance "every child ... shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides." Ponaganset Middle School participates in the RI Family Court *Truancy Court in the Schools Program*. A reminder that vacations are not considered excused time from school according to RI law. Extended absences of 3 or more consecutive days may require a doctor's note. Repeated and/or excessive absences and tardiness (ten percent of the school year) without a doctor's note could result in a referral to Truancy Court. When your child has a doctor visit during the school day, bring a note from the doctor confirming the appointment so that the absence or tardy does not count toward truancy. **All other absences and tardiness count toward truancy.**

EARLY DISMISSALS

On occasion students need to leave school early for doctor's appointments, etc. The parent or guardian is to send a note to the Assistant Principal indicating the reason for the early dismissal and the time the student is to be dismissed. If the parent forgets to send a note, a call can be made to the school to request an early dismissal. The individual picking up the student must sign out the student in the Main Office.

TARDINESS TO SCHOOL AND CLASS

You will be considered tardy (late) if you arrive to school later than 7:35 A.M. In order to be ready for homeroom activities at 7:40 students should be entering the building prior to 7:35. Should you be tardy, you are to report to the office before reporting to class. A note will be required for any tardiness. Tardiness does count toward truancy. Consequences for unexcused lateness to school and class are as follows:

Initial offenses – reminder of handbook regulations

Continuing offenses – possible phone call

NURSE/HEALTH CLINIC PROCEDURES

Students must always have a pass to visit the nurse's office. At passing time, go to your next class and get a pass before going to the nurse.

Emergencies requiring immediate attention when the nurse is not in the Health Clinic should go to the Main Office. A secretary will make arrangements for the nurse to see you.

A physical education excuse for more than one day requires a doctor's note. In order to ensure the safety of students and adults that need to use the elevator for health reasons, students needing to use the elevator must provide a note from their doctor and approval from an administrator. An Elevator Pass will be issued and should be carried by the student at all times. Any student(s) not authorized to ride the elevator will receive consequences. Consequences can include, but are not limited to, after school detention, lunch detention, suspension, and/or restriction from school activities.

Medication Policy:

In accordance with General Laws 16-21-7, the policy of the Foster-Glocester Schools is as follows:

1. Certified school nurse teachers or parents are the only people allowed to administer medication to students.
2. Medication is to be transported to and from school by an adult.
3. Prescription medication must be received in the original labeled container from the pharmacy and a permission to dispense form must be signed by a parent/guardian and a physician.
4. Non-prescription drugs may be dispensed by the school nurse teacher only if received in the original container, and with written authorization from both the parent/guardian and a physician.
5. Epipens and inhalers may be self administered with written authorization from a parent/guardian and a physician.
6. Regarding field trips and away from school activities, unless a parent/guardian is present to administer the

required medication, the student will have to remain at school or go without the medication.

7. It is the responsibility of the parent/guardian to replenish the medication as needed, and update the school nurse with written physician changes in the medication plan.

SPECIAL SERVICES

Guidance: The Guidance Department at Ponaganset defines its initial role as a child advocate. Through a carefully planned system of individual and group guidance, students can receive assistance in working toward achieving their goals. All available means will be used to make certain that you can follow a pattern of studies appropriate to your complete growth and development. Each student is urged to avail him/herself of an opportunity to discuss his problems with his/her counselor.

Specific services provided by the counseling staff are:

1. Adjustment to school transition.
2. Adjustment and changing of schedules.
3. Assistance with academic problems.

Social Worker: The middle school has a social worker for student counseling services. The social worker attends Evaluation Team meetings and provides completed Social History reports as requested by the ET. In addition, direct counseling services on either a one-to-one basis or small group counseling may be provided by the social worker. The social worker attends, consults, and coordinates community based mental health services both on and off campus. The social worker is a member of the reporting team and primary reporter of all DCYF referrals.

Student Assistance Counselor: This is a regional counselor whose primary focus is prevention and early intervention of substance abuse and related problems.

School Psychologist: As regional school psychologist, this person attends all ET meetings and school-wide crisis meetings. The administration and interpretation of educational psychological

testing is one of the major responsibilities as well as personal counseling.

SUBSTITUTE TEACHERS

We want all substitute teachers to have a pleasant and successful day teaching at Ponaganset Middle School. Students are expected to behave appropriately and respectfully. Simple class rules include allowing others the opportunity to learn, respecting property and others in the classroom, raising one's hand to speak, and getting permission to leave the student's seat or the classroom.

All school rules are to be followed. Students will be assigned consequences which may include suspension according to their actions.

Substitute teachers are guests in our building. There is plenty of work for students to do, and the substitute teacher is in the school to help students learn

BEHAVIOR AND DISCIPLINE

Positive Behavioral Intervention and Support

(PBIS)

What is PBIS Positive Behavioral Intervention and Support?

PBIS is a framework for school-wide organization. This PBIS framework encourages critical choice and creativity in identifying structures and practices.

What is POSITIVE behavior? It is any behavior that potentially insures:

- Physical safety
- Belonging
- Acceptance of others
- Mutual respect
- Responsibility for time, space and materials
- An activity level that allows learning to occur
- Peer support

- Management and resolution of conflicts

How do adults at Ponaganset Middle School support

Positive Behavior?

- We clearly state the non-negotiable rules so that there is no ambiguity (e.g., no illegal substances).
- We state other behaviors, not dictated by rules, that we consider positive.
- We develop an agreement on what our class considers positive behavior.
- We model these behaviors.
- We recognize the behaviors when they occur and acknowledge them.
- We help students to acknowledge the behaviors in themselves.
- We document the behaviors and help students to document them.
- We discuss the behaviors with our students and help them to understand their importance.
- We teach and re-teach the behaviors to students who need exceptional support.
- We seek help from other people when we are out of ideas.

What are the goals of PBIS at Ponaganset Middle School?

- School-wide efforts to build a teaching and learning community in which everyone is welcome, everyone belongs, and everyone has a voice. This is the ultimate protective factor.
- Adults who understand the meaning of behavior and the influence of school-wide environment on behavior and, ultimately, on academic performance and achievement.
- Adults who see all students and PBIS as the responsibility of everyone, not only of the special educators, social workers, psychologists, counselors, and principals.
- A focus on building strong, collaborative relationships with families and surrogate families.
- Opportunities for students to learn the skills of self-awareness, self-monitoring, and self-management.

- Many opportunities for students to learn and to proactive pro-social behaviors through (a) observation of exemplary adult behavior, (b) direct instruction of desired behaviors, (c) continuous feedback and frequent opportunities for relearning.

SCHOOL RULES:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Speak positively about yourself and others.
4. Speak softly.
5. Walk, don't run.

DISCIPLINARY REFERRAL FORMS

Disciplinary Referral Forms are used to inform parents of disciplinary incidences involving their children. The action taken by the Assistant Principal and the teacher and the specifics of the incident are noted on this form. Unless otherwise requested, a copy goes home to the parent with the student. Verbal confirmation or signature of the parent or guardian is required of the Disciplinary Referral Form to confirm receipt. The signed copy must be returned to the Assistant Principal the first school day following its issuance. Consequences may be assigned for not returning the referral form on time.

CLASSROOM BEHAVIOR

Each teacher establishes the rules for his/her class. It is the student's responsibility to make themselves aware of the particular requirements of each teacher. Teachers have the right and obligation to teach; students have the right and obligation to learn. No one student can prevent that from taking place. Being sent out of class for being disrespectful or disruptive is a serious matter.

SAMPLE CLASSROOM PLAN

RULES

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Raise hand and wait to be recognized before speaking.
4. Remain seated unless otherwise instructed.

5. Bring books, notebooks, pens and homework to class.

NEGATIVE CONSEQUENCES

- 1st offense - warning
- 2nd offense - 5 minutes isolation
- 3rd offense - 10 minutes isolation
- 4th offense - teacher detention and parent contact
- 5th offense or severe offense - referral to the Assistant Principal

POSITIVE CONSEQUENCES

- Praise.
- Positive note home.
- Class rewards determined by individual teachers.
- Chieftain Cash for the school store

CONSEQUENCES FOR TEACHER REFERRALS

Consequences may vary according to the specific needs of the child. The following is a guideline.

- 1st referral - two days detention; parent notification
- 2nd referral - three days detention; parent notification
- 3rd referral - four days detention; parent notification; reward restrictions, PRIDE Reflection sheet
- 4th referral – possible suspension; reward restrictions; parent notification, PRIDE Reflection sheet
- 5th referral - possible suspension; reward restrictions; parent notification

The number of days of home suspension increases with each additional referral.

Parent(s) may be required to attend a parent conference prior to their child's readmission.

Repeated suspensions will result in a request for a hearing with the Superintendent and the School Committee to consider long term suspension.

PASSING TIME

1. Follow all school rules.
2. Walk directly to your destination without delay.

3. Walk on the right side of the corridor.
4. Go to the lavatory and lockers at times designated by, and/or with permission from, your team teachers.

RESTRICTED LIST

Any violation of school rules or procedures, or lack of academic effort may result in restriction of students by administrators or teachers from some or all of the following activities: dances, assemblies, intramural or interscholastic athletic events, trips, concerts or any other activities.

ADMINISTRATIVE DETENTION

Students may be placed on administrative detention for violations of school rules. Late buses run Tuesdays through Thursdays. Detention takes place from 2:00 P.M. to 3:00 P.M. The **rules in detention** are as follows:

1. Be in your seat at 2:03 P.M.
2. Follow directions the first time they are given.
3. Keep hands, feet and objects to yourself.
4. Raise your hand and wait to be recognized before speaking.
5. Remain seated unless otherwise instructed.
6. Keep your eyes on your work.
7. Stay on task.

As part of our PBIS program, students are able to earn one day off for each successful detention, unless otherwise assigned.

CONSEQUENCES:

- 1st Offence- warning loss of earned day off
- 2nd Offence- office referral, an additional day of detention
- 3Rd Offence- office referral, student sent to the assistant principal's office.

NOTE: If you fail to report to administrative detention:

- 1st Offense - Two days additional detention
- 2nd Offense - Four days detention and possible escort to detention in future
- 3rd Offense - Two or more days of home suspension

SUSPENSION

Consequences may vary according to the specific needs of the child. The following is a guideline.

The most serious punishment you can receive is suspension. When a student is suspended, the parents will be notified by a referral form and by phone, if possible. This form will inform parents of the reason for the suspension, how long it is for and the date the student may return to school. Suspended students lose all privileges, e.g., attending school dances, field trips, etc., for the duration of the suspension. Parents may be required to attend a parent conference prior to their child's readmission. The following violations of school rules will result in two or more days of home suspension, notification to parents/ guardians, and/or proper authorities (police):

- bomb/fire/violence threats
- arson
- general behavior that endangers the health and well-being of self and others
- fighting or assault
- defiance of authority
- smoking
- vandalism
- stealing
- skipping administrative detention
- possession of fireworks including stink bombs
- profane, offensive, abusive or threatening language or gestures directed at or in response to a staff member
- leaving school without permission
- possession of drugs or alcohol (minimum of five days suspension)
- possession, distribution, ingestion or under the influence of drugs or alcohol or any unauthorized substance (up to 10 days suspension in accordance with School Committee Substance Abuse Policy)
- sexual harassment
- Possession of any weapon (may result in a long term suspension by the School Committee and Police involvement based on The Zero Tolerance Policy)

restricted and the student's name is sent to the Assistant Principal. Overdue books result in loss of library computer use, sign out privileges, and study hall pass opportunities until the loss is resolved.

LIBRARY

The library is a resource and reference center to support student learning and achievement. The library is open throughout the school day and Tuesday, Wednesday, and Thursday after school until the late bus.

LIBRARY GUIDELINES

Student behavior is expected to be guided by the library rules. The overall school rules apply in the library. Failure to follow rules results in consequences.

LIBRARY PROCEDURES

Students visiting the library are required to have their agenda completed and signed by a classroom teacher. Students must bring all necessary materials to complete their assignments.

Book Circulation:

Returns are encouraged at any time. Books are signed out for three weeks and may be renewed at any time before they are overdue. This is considered part of a student's responsibility. Overdue notices are sent to the homeroom teacher. If a book is not returned, library privileges are

Library Rules

1. Be prepared: pencil, notebook, clearly understand assignment.
2. Follow directions the first time they are given.
3. Keep hands, feet, and other objects to yourself.
4. Speak only when necessary, in hushed tones.
5. Remain seated unless getting or returning materials.

Consequences

1. Warning
2. 5 minutes isolation
3. 15 minute isolation (return to class)
4. Afterschool detention

AFTER SCHOOL HOURS

Library is available Tuesday through Thursday for students to do schoolwork or research after school until 3:00. Students must report to the library by 2:00 and stay until 3:00 when late buses are announced. Late bus passes will be issued by the librarian and are necessary to get on the late bus.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents, students who are 18, or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.
- 4.

The Foster-Glocester Regional School District developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Foster-Glocester Regional School District will directly notify parents of these policies at least annually and after any substantive changes are made.

Parents who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

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

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

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records, giving parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or attends a school **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that protects the privacy of student education records, giving parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Parents and eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose records, without consent, to the following parties:

1. School officials who have a need to know;
2. Other schools to which a student is transferring;
3. Certain government officials in order to carry out lawful functions;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies and/or services for the school;
6. Accrediting organizations;
7. Individuals with court orders or subpoenas;
8. Appropriate officials in cases of health and safety emergencies;

9. State and local authorities, within a juvenile justice system, pursuant to specific State law; and

10. Another school in which a student enrolls.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Foster-Glocester Regional School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are below.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

202-260-3887

www.ed.gov/FPCO

Schools may also disclose, without consent, directory-type information such as a student's name address, email address, telephone number, date and place of birth, photographs, and dates of attendance for school publications such as awards, honor rolls, yearbooks, sports activity data, and graduation programs. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Please refer to the form below.

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT

I DO NOT give my consent to the Foster-Glocester Regional School District to release my child(ren)'s/my directory information.

Student Name(s): _____ Grade _____

(Please print) _____ Grade _____

_____ Grade _____

_____ Grade _____

Parent/Guardian/Eligible Student Name: _____

(Please print)

Parent/Guardian/Eligible Student Signature: _____ Date _____

COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL PRINCIPAL OR EMAIL THE SCHOOL PRINCIPAL BY September 7, 2018.

Foster-Glocester Regional School District
Ponaganset i21 Expectations for Care of Chromebook
Collaborative, Relevant, and Personalized Learning Supported by 1:1 Technology

Foster-Glocester Regional School District (FGRSD) students are expected to follow all of the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned device. Loss or damage resulting from failure to follow these expectations will result in full financial liability.

Taking Care of the Chromebook

1. Charge the device at night using a surge protector, and report to every class with a charged device.
2. Keep the device clean and free of debris, and use an air duster to clean the keyboard.
3. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
4. Use the device on a solid, sturdy surface.
5. Food or drink should not be consumed or placed in the vicinity of the device.
6. Heavy objects should never be placed on top of the device whether open or closed.
7. Students are responsible for the general care of the Laptop/Chromebook they have been issued.
8. Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
9. Devices should never be repaired or disassembled without approval from the Technology Dept. of FGRSD.
10. Changing the physical structure of the device such as engraving, marking, etc. is prohibited.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

1. Do not put heavy objects of pressure on the top of a Chromebook when it is closed.
2. Do not store a Chromebook with the screen open.
3. Do not place anything in the protective case that will press against the cover.
4. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
5. Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

Preventing Device and Data Loss/Theft

1. Students should never leave their Chromebook unsecured and/or unattended.
2. Only the student to whom the device is assigned may use the device
3. Do not exchange passwords with others
4. Keep the device secure at all times (e.g., lock the devices in a locker during lunch / Physical Ed., etc.)

Cases

1. Although the padded cases help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
2. School issued cases should be used to cover the device at all times.

Carrying/Traveling with Laptops/Chromebooks

1. Never lift laptops/Chromebook by the screen or carry the device with the screen open;
2. Store the device in the case provided or other protective covering.
3. Use the protective case whenever the device is being transported or not in use.
4. Do not carry in a bag or backpack containing heavy books, food, or liquids (even in a sealed container).
5. Do not use the device in a moving vehicle.

Home Care:

1. Unplug the device when severe weather is expected.
2. Store the device on a desk or table, but not on the floor.
3. Protect the device from pets, heat and cold, small children, and food and drink.
4. Parents are encouraged to establish home guidelines for device and Internet use.
5. Consider coverage provided by insurance, including homeowners' insurance.

Damage & Theft: Report damage within twenty--four (24) hours to the Help Desk and PMS. Stolen devices should be reported immediately to the Help Desk. If the device is stolen outside of school, report it immediately to the local police, and return to school with the offense number from the police report. Email: helpdesk@fgschools.com

General Conditions:

1. Immediately return/surrender the device upon request from the school.
2. Understand that there is no expectation of privacy when using the District network and devices.
3. Be knowledgeable about and follow the Responsible Use of Computers, Internet, and Technology Policy.
4. The police will be notified of theft, vandalism and/or intentional damage.
5. Read all care and safety warnings included with your device.
6. Failure to abide by these guidelines will result in full financial responsibility.
7. Changing the physical structure of the device such as engraving, marking, etc. is prohibited.

**PONAGANSET MIDDLE SCHOOL
ACKNOWLEDGEMENT FORM 2018-2019**

Please print and complete this form and return to the homeroom teacher by Friday, August 31, 2018

Student Name (Please print above) Grade Team Homeroom

1. At times students may be photographed for school and classroom purposes as well as for recognition in local newspapers. Samples of exemplary student work including the student's name may be displayed in the school and community, including District/PMS social media sites. Please indicate your agreement to have your student's name, photo and/or work displayed for educational purposes. If both options are selected it will be understood that you give permission for PMS to use your student's name, photo and/or work displayed for educational purposes.

_____ I agree to allow my child's name, photo and/or work displayed publicly for educational purposes.

_____ I do not agree to allow my child's name, photo and/or work displayed publicly for educational purposes.

2. The Student Handbook is available on the website (www.fg.k12.ri.us, PMS page, PMS Information tab on the left side of the page). *All student and parents must read, understand, and agree to policies within the 2018 – 2019 Student Handbook.* Should you have any questions regarding any of the information within the Student Handbook, please contact the school.

3. Please remember to complete the Emergency Verification form, sent home on the first day of school, for any necessary changes in the Aspen Portal.

Our signatures indicate that we have read, understand, and agree to policies within the 2018– 2019 Student Handbook, reviewed our Emergency Verification Form through the Aspen Portal, and expressed our preference for public displaying my child's name, photo and/or work.

Student Signature

Date

Parent/Guardian Signature

Date