

Davisville Middle School

Barbara Maher, Principal

Marisa Eisner, Assistant Principal

2019-2020 Parent Handbook

Includes all Student Handbook Information



**200 School Street
North Kingstown, RI 02852**

Main Office - 541-6300/541-6301

Absence Line/Clinic - 541-6306

Fax - 541-6310

Be the Best You Can Be!

MISSION STATEMENT

Davisville Middle School is committed to providing our students with pathways for academic and personal success through challenging and diverse educational opportunities.

PROGRAM ORGANIZATION

Davisville Middle School is organized in the middle school concept of interdisciplinary teams. An interdisciplinary team consists of four academic subject area teachers (ELA, mathematics, science, and social studies). During a mutual team-planning period, team teachers work together on curriculum, scheduling, student concerns, and team activities. Each team maintains its own standards within the framework of district and school regulations as well as policies in this handbook.

We follow a two-day rotation schedule; the numbers 1 and 2 designate days. We also rotate afternoon classes daily. Students have four *academic* subjects: ELA, mathematics, science, and social studies. *Special area* classes are scheduled every other day, except for Spanish classes. Not all students will participate in every special area class.

Full year Special Area courses: Physical Education/Health, Strings, Chorus, and Band - Students who elect to take Strings, Chorus, and/or Band have made a commitment *every other day* for the entire school year. Students in grade 8 may take Spanish *daily* for the entire year.

Semester Special Area courses: Art, Computers, Music, Robotics, Wood Technology, Language Exploration, Library Skills/Academic Support and Reading Support.

SEL/DLC/PLT Block: All students are scheduled to attend SEL (Social Emotional Learning)/DLC (Direct Learning Center) and PLT (Personal Learning Time) blocks. During this time students will be involved in a variety of experiences including learning how to manage the challenges of adolescence, academic support, enrichment, community-based projects, social emotional activities, silent reading, organization, review of materials, and school wide initiatives.

Special services are available through our special education teachers, speech therapist, psychologist, social worker, and school counselor. Any parent who feels his child is in need and qualifies for the above special services should call the appropriate school counselor at 541-6321 (grades 7 and 8) or 541-6322 (for grade 6).

GUIDANCE SERVICES

The guidance office is open during the regular school day. A student may go to the counselor only after receiving teacher permission. When the school counselor is not available, the student may fill out a request slip and the counselor will arrange a meeting. The counselor welcomes contact from parents about their child's progress. Appointments with a counselor can be made by calling the 7th and 8th grade counselor at 541-6321 or the 6th grade guidance counselor at 541-6322. **Parents are also encouraged** to contact teachers and teams with concerns about their child's academic progress. Parents can email a team teacher to schedule a parent/teacher meeting or call the school (541-6300/541-6301) for either an appointment or a progress report.

A Student Assistance Counselor is at DMS on Mondays and Thursdays. Her role is to prevent and reduce alcohol, tobacco and other drug use and to improve school performance. The student assistance counselor provides school-wide awareness programs, classroom presentations and individual and small group sessions to correct erroneous perceptions about

substance use and teach skills to identify and resist social and situational pressures to use substances. If you would like to reach out to the SAC, the phone number is 541-6319. All calls and services are confidential.

ACADEMICS

ASPEN and Report Cards

Report cards are posted quarterly on ASPEN. Grades appear in numeric form on report cards. ***Paper copies of report cards must be requested.*** When parents are notified that their child is either falling behind in his/her schoolwork or in danger of failing, a parent conference should be requested. The conference will provide an opportunity for the teacher, parent, and student to develop a student success plan. Parents can register for an account on ASPEN to monitor grades throughout the year.

Homework

The amount of homework will vary from teacher to teacher. However, parents should expect homework in all subjects on a regular basis. The homework guidelines adopted by the School Committee are:

- **Grade 6:** an average of 45 to 60 minutes/five days per week
- **Grade 7:** an average of 60 to 75 minutes/five days per week
- **Grade 8:** an average of 75 to 90 minutes/five days per week

Chromebooks/Textbooks

Chromebooks and textbooks are the property of the North Kingstown School Department and are loaned to students. They become the student's personal responsibility. Students will be charged for any damage or loss that occur while in their use. Therefore, it is to a student's advantage to use book covers, purchase a Chromebook case or textbook cover, and write their names in the book or label the device. Notify your teacher immediately when a book or device is lost or damaged. A new book/Chromebook will be issued when payment is received in the office for the lost item. **Students must have a charged Chromebook each day they attend school.** Loaner Chromebooks are available for students whose Chromebooks are being serviced by the IT department. If students are eligible to receive a loaner Chromebook, they may only borrow Chromebooks after morning announcements and return them before the end of the school day. **Students who are repeatedly not prepared with a charged Chromebook or not returning a Chromebook at the end of the day lose the privilege of receiving a loaner Chromebook.**

SPECIAL PROGRAMS AND AWARDS

Open House

Open House will take place this year on Thursday, September 19, 2019 starting at 6:30pm in the cafeteria.

Honors/Awards Program

High Honors Criteria: Students must earn a cumulative average of 90 or above with no failures each quarter.

Honors Criteria: Students must earn a cumulative average of 85 or above with no failures each quarter.

Note: When both high honors and honors criteria are calculated at the end of the quarter core academic classes are given full weight, special area classes are given half weight.

Effort Roll: A student must receive all passing grades in addition to “E1” or “E2” in all classes in the effort category on the report card. Students must receive a C3 or better in all subjects for conduct. Students who achieve High Honors or Honors status will not receive additional recognition on Effort Roll.

DMS Honor Society: Students must have an overall average of 90% or higher *by the end of third quarter*. Information on how to calculate your average for Honor Society is posted on the school website. Students must also satisfy the Service, Leadership, Character, and Citizenship criteria to be eligible for Honor Society. A separate handout that is available in the main office or on the DMS website provides an in-depth explanation about the criteria and student signature forms. **All documentation must be submitted no later than Friday, May 8, 2020.**

Be the Best You Can Be Award: Each quarter Team teachers nominate students by a teacher/team for academic improvement or effort or demonstrating outstanding behavior. Students receive a complimentary lunch with the principal at the Be the Best You Can Be Award celebration.

Recognition for Outstanding Attendance: This year we will acknowledge students for minimal to no absences periodically throughout the year. Stay tuned!

Good News Cards: If a staff member sees you either trying your best in class, going above and beyond what is expected by the teacher or helping your peers, or being kind and compassionate to someone you may receive a Good News Card.

Recognition for Exemplary Behavior: This year we are acknowledging student who stand out to their teachers as students who model the behavior we want to see in a learning environment. Student recognition will take place periodically throughout the year. Stay tuned! all passing grades in addition to “E1” or “E2” in all classes in the effort category on the report card. Students must receive a C3 or better in all subjects for conduct. Students who achieve High Honors or Honors status will not receive additional recognition on Effort Roll.

Eighth Grade Promotion Exercise and End of Year Activities: Eighth graders who have met the minimum requirements for the school year (failing no more than one academic subject for the year) are invited to attend the eighth grade promotion exercise at the end of the school year. Students who are not eligible may not attend end of year activities nor the ceremony. All end of year activities (beach trip, BBQ, and dance) are also contingent upon students’ behavioral and financial (i.e. owes books, returns Chromebook, PE locks) status by the end of final exams.

STUDENT SERVICES

Late Buses

Late buses are for the use of students in afterschool programs. Students attending these programs will sign into the activity and be issued a late bus pass. **STUDENTS LEAVING SCHOOL GROUNDS MAY NOT RIDE THE LATE BUS.** Late buses are available on Tuesdays and Thursdays. Students who stay after school on Mondays, Wednesdays, or Fridays must arrange their own transportation home.

Interscholastic Sports

DMS is part of RIPCOA, the middle school interscholastic sports league. Interscholastic teams compete against other schools in the region and, if advanced to the final rounds, the state. Information for registration/tryouts is always included in the parent newsletter and announcements are made on the PA system in the morning. Online registration, a current physical (within 15 months of the tryout date) and a notarized Assumption of Risk form must be on file with the school prior to tryouts. The criteria below is used to determine interscholastic sports eligibility for North Kingstown students:

- Students passing all classes may try out and play a sport.
- Students failing one class are also eligible to try out and play a sport.
- Students failing two or more classes are **not eligible to tryout for a sport**. For instance, if a child has failed three classes on their first quarter report card, s/he cannot tryout for the basketball team. However, at progress report time (designated by the principal or designee) if students have one or no failing grades, they can try out for a team at that point in the season.
- If a student is placed on academic probation during the season, they will not be able to practice or play on the team until the next progress report. If the student is passing all but one of his or her classes at that time, the student will be able to participate on the team again.

Dances

- Dances are sponsored by the DMS PTO.
- Dances are held four times a year from 7-9 pm. **Students must have a ride home at 9 pm.**
- The cost of a dance ticket is \$5. Students may not buy tickets for anyone but themselves.
- Students who want to attend the dance **cannot be on Academic Probation**.
- Any student who receives **two discipline referrals within the month of the dance** cannot attend the dance.
- Only DMS students can attend the dance.
- All tickets are sold during lunches the week of the dance. **Tickets are not sold at the door.** If a student forgot money to purchase a ticket, the student needs to see Ms. Eisner to secure a ticket and pay later.
- If a student will be late to the dance due to a prior commitment, the student will inform the parent selling dance tickets and it will be indicated in our records. A parent must walk any student late (past 7:30 pm) to the door of the gymnasium.
- School rules apply at school dances, including behavior, dress code and cell phone use.
- Students who are unsafe or noncompliant at the dance will be sent home and ineligible to attend the next dance.

Lost and Found

Clothing, books, bags, and water bottles are placed in the cafeteria. Money, glasses, jewelry, and electronics are placed in the office. Please check these areas before speaking to a teacher or administrator. Articles unclaimed after a reasonable amount of time will be donated to charitable organizations.

RULES AND REGULATIONS

We have clear rules for the behavior we expect in all areas of our school. By detailing every expected behavior and teaching them to the students we provide a common language for everyone in our building.

| | ALL | HALLWAY | CAFETERIA | BATHROOM | CLASSROOM |
|---|--|---|---|--|---|
| BE RESPECTFUL Attack problems, not people | -use kind words -look and listen -take care of school property -show gratitude | -use quiet voices -use appropriate language -share locker space | -handle your own food only -all students are welcome at any table -talk quietly with the people around you | -practice privacy -wash your hands thoroughly with soap | -be actively engaged -raise hand to answer/talk |
| BE RESPONSIBLE Know and do what is right, even if it is difficult | -keep areas clean -lend a helping hand -pick up litter and other items | -walk quietly -pick up litter and other items -use passes | -make healthy food choices -clear your place (table and floor) -pick up trash around the table even if it is not your own | -flush toilet - throw away paper towels -wipe excess water from sink -report when supplies are low/gone | -do your own work -use materials properly |
| BE SAFE Avoid hurting the spirit and body of yourself and others | -keep hands, feet and objects to yourself -walk | -stay to the right -keep an appropriate distance -single file on stairs | -notify adults of any spills -wait your turn while in line - have control of your body - watch proximity to other people | -wash hands -put trash in trash cans - report any plumbing issues (water on floor) | -sit properly -ask permission (to leave, move around, etc...) |
| BE READY TO LEARN Nonviolence is a way of life for the brave. Come ready to learn and grow as a member of the DMS community. | -be the best you can be -bring materials -be willing to listen and respect different thoughts/opinions | -arrive at destination promptly, prepared and ready to learn | -Refuel for success throughout the day - Stay hydrated | -promptly return to class ready to learn | -study, -learn new skills -ask thoughtful questions -academically challenge yourself |

Attendance

A student will be excused in case of illness, with medical documentation, or a death in the family. **A PHONE CALL FROM THE PARENT/GUARDIAN TO THE STUDENT ABSENCE LINE (541-6306) IS REQUIRED.** *Students may not attend after school or evening functions if they were absent during the school day.*

Unexcused Absence

Truancy is a serious violation of school attendance laws. *A student who is absent without medical documentation for more than 10% of the school year may be referred to Truancy Court.*

Tardiness

Upon arrival, a student is considered late for school (arriving after 8:10 a.m.) and *must* report to the office for a tardy slip. The **ONLY** excused tardies are students with written notes indicating a medical/mental health appointment or mandated appointment by an agency/institution. If a student receives five unexcused tardies he/she will receive office detention. After a student is assigned the first detention for a total of five tardies, students that continue to be tardy will receive detention ***every time they arrive late to school for the remainder of the school year.***

Emergency Closings

The Superintendent may decide to close schools due to inclement weather or another type of emergency. If this occurs you will receive an automated phone call from the school department. You can also check local news stations for updates regarding school closings. **FOR YOUR CHILD'S SAFETY- TELL YOUR CHILD WHERE THEY NEED TO GO WHEN YOU ARE NOT HOME.**

Observance of Religious Holidays

Students who are absent from school for religious observances (i.e. Rosh Hashanah, Al-Hijra) will not be restricted from awards for otherwise perfect attendance nor penalized for not completing their work.

Early Dismissal

Students will not be dismissed from school before the normal dismissal time without a written note from a parent/guardian. Students should obtain early dismissal slips from the office during locker time or after morning announcements. The parent (or the designated emergency contact person) requesting the early dismissal must come into the building, show identification, wait for the child in the main office and sign him/her out of the building. The student being dismissed must report to the office before leaving. A form of identification (i.e. driver's license) is required when releasing students. Only adults listed as emergency contacts are able to sign out students. While we understand emergencies arise, please make every effort to provide a note or an email to the office prior to dismissal of your student(s). This procedure will significantly decrease disruptions to classroom learning.

Make-Up Policy

Teachers are required to provide an opportunity for students to complete work missed as a result of legitimate absences. Missed work shall include class assignments, quizzes, tests, etc. Long-term projects are excluded from this policy and are due on the original due date.

- The student is ultimately responsible to make arrangements for missing work. Students should find a responsible choice of a homework buddy. If your child is absent for one or

two days, then homework may be obtained by calling the homework buddy. Teachers require a 24-hour notice for homework requested.

- Missed work must be completed within a period of time as established by the teacher. The minimum amount of time given must be twice the number of school days of a legitimate absence.
- Students who skip class, are truant from school, or are suspended from school are expected to complete any missed work. Assignments are due the day students return to class.
- If a student is going to be absent for an extended period of time, the parent must send in a note to notify the principal, team teachers, and clinic. Teachers reserve the right to provide the work upon the student's return to school. However, students are encouraged to meet with teachers in advance to create a work plan. Students must complete missed work when they return.
- Any student who fails to meet the deadline will forfeit his/her right to make up the work not completed.
- Any students arriving before 7:45 am to see a teacher for extra help must have an appointment with that teacher. Please do not drop off students *before 7:45 am* on the chance the teacher will be available.

Opening/Dismissal

Opening: DMS doors open at 7:45am. At 7:45am students report to their holding areas: cafeteria for grade 8 and the gymnasium for grades 6 and 7. Students are not permitted to go to their lockers before locker time at 8:02am unless given permission by a teacher. Students who need to see a teacher prior to 7:45am need to *make arrangements with the teacher ahead of time and/or check in at the main office before reporting to the teacher's classroom.* Students may not enter the school building before 7:45 am unless they are scheduled to meet with their teacher. **Dismissal:** Students will be dismissed by grade at the end of the school day. All students are to leave by the front doors only.

Medical Emergencies

A student needing emergency medical help will report to the clinic. If the student is unable to move, a staff member in the clinic will report to and/or retrieve the student from class. At the beginning of the school year all medical and contact information needs to be updated in the school data system, ASPEN, by a parent or legal guardian. It is essential that all of this information is reviewed by a parent or legal guardian at the beginning of the school year and updated when any information has changed. The nurse may deem it necessary for a student to be transported to a hospital, so up-to-date emergency contact information is essential for our students' well being.

Anyone who signs a student out of school must have a valid form of identification. ***We cannot release any student to a person who is not on the emergency contact list in ASPEN.***

No-contact/restraining orders, properly documented, must be filed with the staff in the office as soon as they take effect. Any changes to these orders must be reported to the school in a timely manner.

Medication

The use of medicines during school hours is allowed only if absolutely necessary for the health of the student. School Committee approved regulations are as follows:

Medication in school may only be used on rare occasions, and use should be scheduled outside school hours when possible; if this is impossible, the following will apply: Medication must be brought to school by the parent at which time a release form must be completed with the following information:

1. All prescription and non-prescription medications require an order from a provider licensed to prescribe medications in Rhode Island. This document must identify the condition requiring medication, the drug, dosage, route of administration, any reaction expected, if any, and when and for how long the medication is to be given to the student. (When leaving a controlled substance medication at the school, the parent shall count and sign the medication count slip.)
2. All Epi-Pens and inhalers are stored in a secured area within the clinic and closely supervised. Please note: middle school students are encouraged to self- carry these medications for optimal school health.
3. All medications must be in the original labeled container from the pharmacy.
4. For all medications administered by the school nurse-teacher, all parent authorizations and licensed provider's orders shall be renewed no less than annually by the certified school nurse-teacher.
5. A certified nurse-teacher shall administer medication to the student within the school setting. No one other than the parent shall administer medication to a student with the exception of Epi-Pen administration for emergency, unless specifically requested in writing by the parent.
6. All medications must be picked up prior to the close of the last day of school. Any medication remaining in the school clinic will be disposed of after this period of time.

Child Abuse

Any staff member in an educational institution who hears about possible child abuse is legally bound to report it to the Department Of Children and Youth Services (DCYF) as outline in RIGL Chapter 40-11.

Physical Education/Health

Participation:

- All students must participate as required by law.
- A one-day excuse for medical reasons requires a note from parent/guardian and the principal's permission. A note must be brought into the office by the end of locker time, before first period, on the day of the request to be excused. A student may not have more than three parent medical excuse notes .
- Exclusion from physical education on a permanent basis or extended period of time requires a doctor's note. This note must indicate a return date for participation in the physical education program.

What to Wear:

- Sneakers, socks and a PE outfit are a must!
- No jewelry is allowed for safety reasons. If jewelry cannot be removed, then the student must cover it with tape.

Lock and Locker:

- All students are issued a physical education locker and combination lock. Students are responsible for the combination lock for the entire school year. Lost and/or stolen locks must be replaced at the student's expense. **Remember to lock up your possessions! Any valuables that cannot fit in a PE locker should be given to their PE teachers for safe keeping.**

School Buses

The expected behavior on the bus is identical to that of the classroom. A student will be permitted to ride only so long as his or her conduct is favorable. Listed below are the rules which each student riding a bus is required to follow.

DO

1. Arrive at the bus stop ten minutes before the normal bus pick-up time
2. Enter and leave the bus only when the door is fully open and never when the bus is in motion
3. Take your seat promptly when entering the bus and remain in it until you arrive at your destination
4. Keep your lunch boxes, books, athletic equipment, backpacks, and musical instruments out of the aisle
5. Avoid loud, boisterous talk and other noises or actions that might distract the driver
6. Assist in keeping the bus clean by keeping your trash off the floor
7. Conduct yourself on the bus as you would in school; the bus is an extension of the school day
8. Leave the bus quickly and in an orderly manner
9. Cross the road at least 10 feet in front of the school bus
10. Be respectful to your bus driver and monitor

DO NOT

1. Stand or play in the roadway while waiting for the bus
2. Push or shove upon entering or leaving the bus
3. Project your hands, arms, or other parts of your body from the bus
4. Throw anything out of the windows
5. Eat or drink on the bus
6. Enter into conversation with the bus driver while the bus is in motion, except to report an emergency
7. Smoke or light matches on the bus or at the bus stop
8. Bring any animal on the bus, except for muzzled registered service dog.
9. Bring anything on the bus that could cause injury to another, such as sticks, breakable containers, or firearms
10. Cross the road until given consent of the bus driver or monitor
11. Bring younger children from home on the bus

Except in the event of an emergency, students are not allowed to ride on buses other than the one that they are regularly assigned to, and must use their assigned stop. A note must be brought to the office to seek approval from the Transportation Department. Parents are responsible for providing personal transportation to after-school destinations such as friends' homes, etc.

For safety reasons, large items that cannot safely be held on one's lap may not be brought on the bus. Large items cannot be safely secured in empty seats and may become hazards in the event the bus stops short, or is involved in an accident. The bus driver has the authority to prevent unsafe items from being brought on the bus. Parents/guardians of students who damage school buses will be responsible for proper reimbursement to the North Kingstown School Department.

Bicycles and Skateboards

Bicycles must be parked in the bike racks and locked during the school day. Remember to wear a helmet! ***Skateboards may not be brought inside the school building.***

Field Trips

Field trips are planned throughout the year to enhance students' learning. Any student who is eliminated from a field trip by an administrator or a teacher is expected to attend school. Students remaining at school will receive appropriate assignments and arrangements will be made for their supervision. Medication on field trips will be administered in accordance with school department policy.

Media Center

Student Use

- Students may come to the library when class is not in session with a pass from a teacher. The pass will be presented to the librarian upon arrival in the library. When the student leaves, he/she will take the signed pass back to the classroom. A pass is not required when a teacher brings an entire class to the library.
- Students are allowed to borrow up to four books at a time. ***When a student signs out a book, it becomes their responsibility.*** Should the student let the book out of his/her possession or allow the book to incur damage, the student remains financially liable for the book.
- Books and magazines circulate for three weeks. If, at the end of the time the student still needs the item, it may be renewed unless there are pending holds on the book. In order to renew a book/magazine, the student must bring it to the library for renewal. Students with any overdue items or damaged items that haven't been paid for will lose borrowing privileges until the overdue/damage issue has been resolved. Students who repeatedly have overdue books or damaged items may lose library privileges.

Hall Passes

Students are required to sign out and back in when they leave a classroom. Students must have a teacher/hall pass if they leave the classroom during a non-passing time.

Academic Dishonesty

As per the district middle school grading policy: NSBA # IKA.1

Formative Items: At the discretion of an administrator after consultation with the teacher, a parent will be notified and the student will receive Detention or In-School Suspension and must complete the original work to proficiency at that session(s) for no credit.

Summative Items: At the discretion of administrator after consultation with the teacher, a parent will be notified and the student will receive Detention or In-School Suspension and must complete the original work to proficiency at that session(s) for 40% credit.

- Using another person's computer work through an exchange of files or codes is considered academic dishonesty
- Any student who aids others in cheating will be subject to disciplinary action

Placement on Academic Probation

Davisville Middle School encourages scholarship. Students who fail to meet school and state standards are subject to Academic Probation. Any student who receives a grade of "F" (64% or below) in two (2) or more subject areas is automatically placed on academic probation. A student's report card serves as notification of this probation.

Consequences of Academic Probation:

Any student who is on academic probation may not attend or participate in special school events and activities such as, but not limited to:

- Dances
- Intramurals
- Extra-curricular activities
- Interscholastic teams (look under Student Services for more details about eligibility)

Removal from Academic Probation

Students must have no more than one failing grade at progress report time. Students need to check with Ms. Eisner to verify they are removed from academic probation.

Summer School Program

The summer school program is for students who have failed one to three classes. The middle school can require any student who does not successfully complete schoolwork during the school year to attend this program for promotion. Students who fail more than two classes for the year are at risk for retention and cannot participate in end-of-year activities or the eighth grade promotion exercise.

Disciplinary Actions

Teacher Detention: Teachers give lunch detention for different reasons. It is the first step in dealing with an undesirable behavior in class. Lunch detentions are often served the day they are issued. If a behavior continues to be a problem in class, a teacher may give a detention notice for his/her own after school detention with the specific date and reason. It is to be signed by the parent(s) and returned to the person issuing the notice. At times, a phone call to the parent by the teacher or administrator could take the place of a written notice.

Office Detention: Students may be placed in office detention for violation of school rules. An administrator assigns students office detention. A phone call will be placed to the parent or a written detention notice will be issued to the student. The student is personally responsible for having the notice signed and returning it to school. Detention takes place Tuesday and Thursday afternoons from 2:40-4:10pm. If a student is taking the late bus, they remain with the detention supervisor until the late bus arrives.

Detention notices serve as notification to parents. They are not permission slips. Any student or parent who questions the validity of an assigned detention should contact the faculty or staff member who issued the detention. In such instances, every effort is made to resolve the situation, but **IT IS IMPERATIVE THAT ANY PROBLEMS BE ADDRESSED UPON ISSUANCE OF THE DETENTION AND BE APPROACHED IN A RESPONSIBLE FASHION.** If the late bus is not running, transportation from school to home for the detained student is the responsibility of the parents. Late buses run Tuesday and Thursday afternoon. Students who do not receive a satisfactory evaluation for their detention behavior or fail to show for detention will be assigned a new detention date as well as an additional detention. Should either occur a second time, the student will be suspended for the second or any subsequent offense.

Behavior Probation: Offenders of school rules may be placed on probation. The student is told what privileges are restricted and the length of the probation period. A copy of the probation notice is sent to parents, school counselors, team, and special area teachers. Any student on an interscholastic team will be suspended from participating with the team during the period of probation.

Suspension: The Principal and the Assistant Principal have the authority to suspend a student from school for due cause. When a student is suspended, the parents/guardians will be notified immediately by phone if possible. If the suspension is for more than one day, a letter containing the reason for suspension, the length of the suspension, and the date of the student's return to classes will also be provided. Suspended students lose all privileges, i.e. attending school dances, field trips, etc. for the duration of the suspension period. Suspended

students are not allowed on school grounds for any reason. Obtaining homework is the student's responsibility. Homework – refer to make-up policy. The appropriate school administrator will contact the parents/guardians when the decision to suspend the student has been made. Students may be assigned in-school suspension at DMS or attend the PASS program at North Kingstown High School. Due to space and personnel limitations, suspended students sometimes cannot be maintained in an in-school suspension situation. Therefore, it is *THE PARENTS'/GUARDIANS' RESPONSIBILITY TO PROVIDE OR MAKE ARRANGEMENTS FOR IMMEDIATE TRANSPORT OF THE STUDENT HOME WHEN THE SUSPENSION OCCURS.*

Parents/guardians will be informed if a conference is necessary to readmit a suspended student to school.

Drugs/Alcohol/Tobacco: The use, sale, possession, or transfer of drugs and alcohol 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 North Kingstown Police Department will be notified. Violations of the above will result in parental contact, suspension, and mandatory sessions with the student assistance counselor.

Fighting: Fighting is strictly prohibited on school property, on school buses, and at bus stops. If a student is having a problem with another student(s), he/she should immediately inform a member of the DMS staff. Any student who fails to avoid a fight by seeking a teacher's or administrator's help whenever possible, will be subject to parental contact, suspension, and possible notification to the North Kingstown Police Department. **KEEP YOUR HANDS TO YOURSELF!** Pushing and "play fighting among friends" are unacceptable and unsafe. Any student who participates in a fight, regardless of "who started it" is subject to the above policy and consequences.

Vandalism: Destruction of school property or materials is a serious matter. Examples of vandalism are: breaking school property, writing on the school building or furniture, removing keys from a computer keyboard. Any student guilty of defacing or destroying any part of the school building or its content will receive a consequence and be responsible for financial restitution.

Laser Pointers: RI General Law 16-21.2-11 prohibits students from possessing laser pointers of any kind on school property. Students who violate this law will be required to surrender the device, which will be retained in the office. Laser pointers will only be released to a parent/guardian and students are subject to a consequence.

Permanent Markers: Permanent markers, such as Sharpies, can only be brought to school with teacher permission.

Guidelines for Assembly Behavior

- Students should enter in a quiet, orderly manner
- It is important to sit quietly while the other classes are seated so the program can begin immediately
- Be polite by listening carefully to the program. Remember: "listening" means paying attention
- Once the program has begun, students are to remain with their teachers unless there is an emergency (Lavatory breaks and drinks are to be taken care of before the assembly)
- Show your enjoyment of the program by polite applause - whistling, stomping, cheering, etc., are forms of ill-mannered behavior
- At all times, show proper respect for our presenters, principals, teachers, teacher assistants, and fellow students
- At the conclusion of the program, sit quietly until dismissed by the teacher; then leave in an orderly fashion

Dress Code

Clothing is a matter of personal taste; however, there are clothing items that are not appropriate for the school day. Students are expected to follow the guidelines below:

- Shorts and skirts should be close to fingertip length (use as a guide) and not rise, exposing one's buttocks i.e. shorts that have a 5" inseam are appropriate for school
- Midriff areas should not show in between tops and bottoms. If one decides to wear a cropped top, wear high rise pants or tank underneath so bare midriff area does not show.
- Tank tops must have straps that cover undergarments. Our guideline is for straps to have a width of three fingers but covering undergarments is a must. It does not have to be three fingers but undergarments cannot show.
- Thin or see-through tops should have another layer of clothing underneath that covers undergarments. If pants are baggy, a belt needs to be worn to avoid pants from sagging.
- No cleavage (top or bottom) should be exposed.
- No visible undergarments are allowed - examples are: bra straps and boxers over the waistline of pants
- No pajamas, fleece baggy pants, slippers or any other sleep/loungewear
- Shirts with large armholes (i.e. basketball jerseys or beach style shirts) must have another shirt underneath to ensure appropriate coverage
- No hats, head coverings, sunglasses, handbags, or jewelry with spikes or points of any kind
- No footwear with a pointy or block heel over one inch - platform shoes are allowed
- No clothes with any phrases or pictures that relate to alcohol, drugs, inappropriate language, derogatory comments towards others, or any such items that could disrupt the school environment
- No heavy coats can be worn during the school day

Students who do not adhere to the dress code guidelines will be given a chance to borrow clothing from someone or call home. If that is not a possibility or successful, appropriate attire will be provided for the student to wear. If a student becomes a repeat offender, then consequences will be imposed.

Lockers – Responsibility for Personal Property

Students are responsible for keeping personal belongings such as clothing, money, cell phones, iPods, and books safely locked in his or her locker. Students must purchase a lock from school at the beginning of the school year. The lock becomes the permanent property of the student. The combination of the lock should not be shared with other students. *The student, not the school, will be responsible for lost or stolen books or materials.* Student locks can be stolen when locks are not properly secured or when locker combinations are shared. Therefore, stolen locks must be replaced at the student's expense. Gym lockers containing all personal property must be kept locked during PE classes.

Cafeteria

Login to www.myschoolbucks.com to pay online and monitor your students' transactions and meal choices. Free and reduced lunch applications are available online at www.nksd.net Any student who receives free or reduced lunch must understand that this lunch is for him or her only. Students who violate federal regulations regarding the lunch program may lose their entitlement to participate in the program. If a student forgets his/her lunch, he/she can receive a lunch in the cafeteria and pay the money the next day. It is the student's responsibility to pay back what he/she or s/he owes to the cafeteria. If a family/student does not settle an outstanding account, loaning privileges will be revoked. If a parent drops off a student lunch or

lunch money, it will be brought to the cafeteria and set on the stage for a student to pick up. We do not interrupt classes to have a student pick up his/her lunch.

Fire/Evacuation/Lockdown Drills

Emergency drills will be held periodically. Each classroom has a sign indicating what major exit the students are to use when the fire alarm is heard. Each student is expected to *silently* leave the building and in an orderly manner. Each class will form a quiet line away from the building, and remain outside until the all-clear signal is given. Evacuation procedures and locations are posted in each classroom. These rules must be strictly followed for the safety of everyone. Teachers are responsible for ensuring the silence of students during all emergency drills. During lockdown drills students are expected to remain in their classrooms or report to the nearest lockable room, remain silent, and wait for instructions. There will be at least fifteen drills throughout the school year. Students are expected to follow the teacher's directions during all drills. ***Safety Procedures Are Serious Business. Failure To Observe Procedures May Result In Serious Injury.***

Cell Phones and Other Non-School Issued Electronic Equipment

If students need to call their parent/guardian during the school day, they may ask to call from the office on a landline. They **MAY NOT** use their cell phones. Students may be in possession of a cell phone; however, it must remain **OFF AND IN THE STUDENTS' LOCKERS during the entire school day**. Students are not permitted to answer any calls or texts from anyone, including parents. Even after locker time in the afternoon, during 7th period, cell phones are to remain **OFF** and in **students' bags** until they leave the building at the end of the school day. **Students may not use cell phones inside the school**. Portable video games, Apple Watches, iPods, tablets, e-readers and cameras may not be used in school without permission. The school is not responsible for lost or stolen electronic equipment. ***Students who are in violation of this policy will have their phone confiscated and a parent needs to retrieve it.*** Consequences may be imposed for multiple offenses and/or if any devices are used during the school day for communication or recording purposes.

Technology Acceptable Use Policy

Internet access is available to the students of North Kingstown for educational purposes such as research for class assignments and career development. Network access is available to students for project development and sharing, communications and file storage. These resources are made available to all students through classrooms, the media center and computer labs. Students should not be directed to unsupervised areas that have Internet access. Everyone using the North Kingstown School computers and computer network will be held responsible for his or her actions. ***Any activity which may be intentionally disruptive to normal operation of the North Kingstown network, the Internet, computers, or the instructional process, will be considered unacceptable.*** Unacceptable use of computers, the network/Internet, or other educational technology may result in the suspension or revoking of the privilege of using the computers and/or the network, and disciplinary and/or legal action may be taken. Some examples of unacceptable use include, but are not limited to:

- Develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer system (viruses)
- Crash or attempt to crash the network and/or connected systems
- Steal data and/or equipment and/or software

- Use the network for illegal activity, including the violation of copyright or other contracts
- Access or transmit information that is inappropriate or offensive
- No use of social media sites
- No gaming of any kind unless given permission by a member of the DMS administration, faculty, or staff

Users are entitled to a reasonable expectation of privacy for their files and email. It is inappropriate and possibly dangerous to reveal one's own or anyone else's personal address, phone number, password or confidential information including credit card numbers, bank account numbers or other financial information. No user may have access to another's private files. The system administrator will access the private files of users only to purge them or to investigate a suspected or proven violation of school rules. A user whose privileges have been terminated may not be able to remove personal files. Possession of any data in any form, which might be considered a violation of the North Kingstown School Department Acceptable Use Policy, may result in the termination of privileges and may result in disciplinary and/or legal action.

Impact of Social Media/Cell Phone Use to School Environment

What you do online can impact the school environment. As a school, we have an obligation to address any issues that cause a disruption or the ability for students to focus on their education, ***even if it happened outside of the school and the school day***. This includes school email accounts, social media sites, text messages, or any other mode of online communication you may use in or out of school.

For example: a student posts negative remarks to another student on SnapChat and it causes student(s) to be upset during the school day, we must address the situation since it impacted the school day.

Another example: A student threatens physical violence towards another student in a public or private message. There is evidence of the post. The school must address the situation since it causes a safety issue during the school day.

A third example: Students are taking or recording pictures and/or videos. They are shared with other students. This causes a disruption to the school day or is illegal. This necessitates the school getting involved as well as the North Kingstown Police Department.

Pause before you post. Make sure you would want the school or your parents seeing your posts.. Remember what you put online is part of your digital footprint that will follow you for years to come. Nothing on the internet ever goes away.

Bell Schedule and Class Rotation

Below is the weekly rotation schedule used at school. Once you know what lunch period you will have, you can enter it in the space provided. You will be given a template to write out your weekly schedule, whether you start the week with a Day 1 or Day 2 schedule.

| Hour | Time | Monday | Tuesda y | Wednesday | Thursday | Friday |
|-----------------------|---|------------|-------------|------------|------------|------------|
| Locker Time | 8:02 – 8:10 | | | | | |
| Period | | | | | | |
| 1 | 8:10 – 9:05 | A | A | A | A | A |
| 2 | 9:07 – 9:59 | B | B | B | B | B |
| 3 | 10:01 – 10:53 | C | C | C | C | C |
| Lockers | 10:53 – 10:57 | | | | | |
| DLC | 10:57 – 11:19 | SEL | DLC | DLC | PLT | PLT |
| 4 | 11:19–12:37 | D | E | F | D | E |
| 1st | 11:21-11:45 | | | | | |
| 2nd | 11:47-12:11 | | | | | |
| 3rd | 12:13– 12:37 | | | | | |
| 5 | 12:39 – 1:31 | E | F | D | E | F |
| Lockers | 1:31 – 1:35 | | | | | |
| 6 | 1:35 – 2:28 | F | D | E | F | D |
| | First Dismissal Bell - 2:28pm Second Dismissal Bell - 2:29pm Third Dismissal Bell – 2:30pm | | | | | |

Consequence Charts

What Consequences May You Expect? - Although not exhaustive, this list is intended to help you realize that certain behavioral decisions usually are accompanied by consequences. PARENT NOTIFICATION is always part of a formal office referral. Minor offenses are handled by the teacher. Major offenses are handled by the Principal/Assistant Principal. Teachers and staff are asked to enlist parental support as the first intervention whenever possible.

Minor Infractions

Incidents usually handled by teacher or teacher assistant. Repeated behaviors on this list will be referred to an administrator.

| Type of Offense | Addressed by Teacher or Warning | Teacher Detention | Morning/ Lunch Detention | Office Detention | In-School Suspension |
|---|---------------------------------|-------------------|--------------------------|------------------|----------------------|
| <i>Minor</i> | | | | | |
| Gum Chewing | X | X | X | | |
| Disrupting Class | X | X | | | |
| Physical Contact/Horseplay | X | X | X | | |
| Inappropriate Language | X | X | | | |
| Unprepared for Class | X | X | | | |
| Teasing | X | X | X | | |
| Late to Class | X | X | | | |
| Cafeteria Misconduct | X | X | X | | X |
| Dress Code Violation | X | | | | |
| Property Misuse | X | X | | X | |
| Defiance (low intensity) | X | X | X | X | |
| Electronics (cell phone possession) | X | X | | X | |
| Misuse of Chromebook in class | X | X | | X | |
| Forgot Chromebook or not charged | X | X | | X | |
| Not reporting to holding areas in the morning | X | X | X | X | |
| Repeat Offender* | | | X | X | X |

Major Infractions

Behaviors that are automatically reported to a school administrator.

| Type of Offense | Morning/Lunch Detention | Behavioral Probation | Office Detention | Mandatory Sessions with Support Staff | In-School Suspension | Suspension |
|--|-------------------------|----------------------|------------------|---------------------------------------|----------------------|------------|
| Major | | | | | | |
| Habitual Tardiness | | X | X | | X | |
| Away from Assigned Area | | X | X | | X | |
| Disruptive During Fire Drill | | X | X | | X | |
| Skipping Lunch/Teacher Detention | | X | X | | | |
| Forgery | | | X | | X | X |
| Academic Dishonesty/Plagiarism | | X | X | | X | |
| Technology Misuse | | X | X | | X | X |
| Truancy | | X | | X | X | |
| Offensive/Abusive Language Toward Another Person | | | X | X | X | X |
| Insubordination/Disrespect | | X | X | X | X | X |
| Defiance (High Intensity) | | | X | X | X | X |
| Physical Aggression | | X | | X | X | X |
| Physical Harm –Intentional or Unintentional | | X | X | X | X | X |
| Endangering School (Bomb Threat, Fire Regulation Violation)** | | X | | X | X | X |
| Unauthorized Exit from Building | | X | | X | X | X |
| Bullying** | | X | | X | X | X |
| Tobacco/Vape Possession or Use | | X | | X | X | X |
| Fighting** | | X | | X | X | X |
| Theft/Larceny** | | X | | | X | X |
| Sexual Harassment** | | X | | X | X | X |
| Alcohol or Drugs** | | X | | X | | X |
| Weapons** | | X | | X | X | X |
| Disruption to school environment through the use of social media** | | | X | X | X | X |
| Unauthorized Entrance to Building** | | X | | | X | X |
| Vandalism of School Property** | | X | | | X | X |

| | | | | | | |
|-------------------|--|---|--|--|---|---|
| Repeat Offender** | | X | | | X | X |
|-------------------|--|---|--|--|---|---|

*Any infraction that is a repeat offense will be considered a major infraction and is subject to the consequences indicated with Repeat Offender.

** Infraction could result in expulsion. Notification will be made to North Kingstown Police Department.

**NORTH KINGSTOWN SCHOOL DISTRICT
POLICY MANUAL**

NSBA # JBA 2

SAFE SCHOOL ACT STATEWIDE BULLYING POLICY

INTRODUCTION

This **Statewide Bullying Policy** is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

Nothing in this policy prohibits the North Kingstown School Department from complying with federal antidiscrimination laws.

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1. DEFINITIONS

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

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

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

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

If the expression, physical act or gesture includes an incident or incidents that may be reasonably perceived as being motivated by characteristics or harassment based on race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability then the matter should be investigated under the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, (any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

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

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

AT SCHOOL means:

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

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

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

4. INFORMATION DISSEMINATION

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

This policy shall be:

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

5. REPORTING

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

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

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

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

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

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

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

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

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

6. INVESTIGATION/RESPONSE

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

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

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

Protection: If a student is the victim of serious or persistent bullying:

- a. The school Principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

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

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

8. SOCIAL SERVICES/COUNSELING

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

9. SOCIAL NETWORKING

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

10. OTHER REDRESS

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

11. ADOPTION OF POLICY

The North Kingstown School Committee hereby adopts this policy, in its entirety effective immediately.

First Read: 6-12-2012

Second Read: 6-26-2012

Adopted: 6-26-2012

Amended: 8-27-2013