



ST. MARY ACADEMY

BAY VIEW

MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK

2018-2019

Revised: September 2018

Mission Statement

St. Mary Academy - Bay View is an independent, Catholic school serving a diverse population of girls from preschool through grade twelve.

In the tradition of the Sisters of Mercy, we foster academic excellence in an innovative and creative learning environment.

We are committed to empowering each student to be a confident, independent, compassionate and socially conscious young woman who fully lives her faith.

Values

We support and actively implement the following Mercy Core Values:

- Compassion and service
- Educational excellence
- Concern for women and women's issues
- Global vision and responsibility
- Spiritual growth and development
- Collaboration

Accreditation

St. Mary Academy - Bay View has been recognized as a school of excellence by the United States Department of Education and is accredited by the New England Association of Schools and Colleges, the Diocese of Providence and the State of RI Department of Education. The school is a member of the Mercy Secondary Education Association, The College Board, NCEA and Rhode Island Interscholastic League.

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CAMPUS DIRECTORY

MAIN TELEPHONE NUMBER: 401-434-0113

MAIN FAX: 401-438-5936

Note: all email addresses for the Academy are in the following format:

(first initial)(last name)@bayviewacademy.org

Example: Colleen Gribbin = cgribbin@bayviewacademy.org

ADMINISTRATION

PRESIDENT – Sister Marybeth Beretta, RSM	Ext. 155
ADMINISTRATIVE ASSISTANT TO THE PRESIDENT – Rhonda Perry	Ext. 156
UPPER/MIDDLE SCHOOL PRINCIPAL: Colleen Gribbin	Ext. 165
UPPER/MIDDLE SCHOOL ASSOCIATE PRINCIPAL: Cecilia Pate	Ext. 123
ADMINISTRATIVE ASSISTANT TO US/MS PRINCIPAL: Mindy Johnstone	Ext. 165
RECEPTIONIST US/MS SCHOOL ATTENDANCE: Carolyn Donahue	Ext. 100
LOWER SCHOOL PRINCIPAL: Margaret Cummings	Ext. 141
ADMINISTRATIVE ASSISTANT TO LS PRINCIPAL: Kimberly Thompson	Ext. 141
DIRECTOR OF ADMISSIONS: Monica Rangel	Ext. 150
ADMISSIONS COORDINATOR: Victoria Milhomens	Ext. 189
ATHLETIC DIRECTOR: Jennifer Wasson	Ext. 130
ATHLETIC TRAINER: Josselyn Delemos	Ext. 115
DIRECTOR OF TECHNOLOGY: Eric Laffey	Ext. 127

DEPARTMENT OF STUDENT SERVICES

School Counseling Fax: 401-438-0122

COORDINATOR OF ACADEMIC PROGRAMS AND ONLINE COURSES, SCHOOL-TO-CAREER AND RAMP UP: Barbara Bachand	Ext. 169
DIRECTOR OF STUDENT SERVICES/US COUNSELOR - Karen Richards	Ext. 140
ADMINISTRATIVE ASSISTANT OF SCHOOL COUNSELING/SCHOOL- SERVICES - Sally Collins	Ext. 118
MS COUNSELOR: Grace Mills	Ext. 167
US COUNSELOR - Drea Harms	Ext. 132
US COLLEGE COUNSELOR: Amanda Juriansz	Ext. 136
CAMPUS MINISTRY: Elizabeth Hathaway, RSM	Ext. 129
CAMPUS NURSE: Samantha Burns	Ext. 134
CAMPUS NURSE: Marie Warren	Ext. 105

FINANCE OFFICE

Finance Fax: 401-438-5475

DIRECTOR OF FINANCE: Peter Costa	Ext. 122
FINANCE OFFICE/TUITION: Pat Messore	Ext. 163
FINANCE OFFICE/ACCOUNTS PAYABLE: Joyce Monaco	Ext. 161

ADVANCEMENT & COMMUNICATIONS

DIRECTOR OF ADVANCEMENT Erin Hanna	Ext. 104
DIRECTOR OF COMMUNICATIONS: Sara Del Signore	Ext. 162
ALUMNAE/PARENT ENGAGEMENT COORDINATOR: Francesca Mardenli	Ext. 137
ADVANCEMENT ASSISTANT: Alexandra Goldberg	Ext. 124

DEPARTMENT CHAIRS:

ENGLISH: S. Carol Jussaume, RSM	Ext. 180
MATH: Antonelia Lombardi	Ext. 181
WORLD LANGUAGES: Vera Keller	Ext. 184
THEOLOGY: S. Elizabeth Hathaway, RSM	Ext. 129
SCIENCE AND TECHNOLOGY: Sheila Rolland	Ext. 186
HISTORY AND SOCIAL SCIENCES: Lee Haines	Ext. 187
LIBRARY: Laura Laurence	Ext. 102
PHYSICAL EDUCATION: Carol Beaudette	Ext. 166
PERFORMING ARTS: Christine Kavanagh	Ext. 146
FINE ARTS: Mary Jane Andreozzi	Ext. 165

Admissions Policy

St. Mary Academy - Bay View admits girls and young women without regard to their race, color, national or ethnic origin, religion, sexual orientation, or genetic information to all rights, privileges, programs and activities generally accorded or made available to students at the school. Bay View Academy does not discriminate in the administration of its admission policies, educational programs, scholarship awards, athletic activities, or any other Academy-sponsored events.

In the case of a person with a disability, the School will provide a reasonable accommodation to a student's disability unless such an accommodation would fundamentally alter the nature or purpose of the School's program.

The Academy has a rolling admissions policy, which allows us to accept applications at any time provided there is space available. To be eligible for Kindergarten a child must be five years old by September 1. Students entering Blossoms must be four years old by September. A birth certificate must be presented with the application for admissions. All new students must present a current immunization record compliant with state requirements before entry to school.

PARENT/GUARDIAN RESPONSIBILITIES

St. Mary Academy – Bay View seeks to form a community based on mutual care and respect for all members of the community. In order to provide for the needs of the young women attending Bay View, certain responsibilities must be shared by the adults responsible for their welfare. Therefore, this policy book identifies those responsibilities the parent/guardian needs to accept in order to help the faculty and administration of Bay View continue to serve the students. The specific purpose of rules and regulations is to secure the most favorable conditions for learning and to promote the fullest development of students as free and responsible persons.

Parents/guardians are expected to express their supportive attitude for the school by participating in fundraising and other activities, volunteering at the school and by being punctual in their payment of tuition. Verbal discussions or discussions via the internet of a negative nature are not effective means to build a community. Parents are expected to contact the teacher, staff member or appropriate administrator first concerning any problem that may arise. The education of a student is a partnership between the parents and the school. A positive and constructive working relationship between the School and the parents/guardians is essential to the fulfillment of the School's educational purpose. Parents/guardians are expected to behave in a manner that is ethical, considerate, and civilized, and not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the School or to the administrative, educational or extracurricular environment of the School.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student, if the administration determines that partnership is irretrievably broken.

Parents Guild

Every parent is a member Bay View's Parents Guild simply by choosing the Academy for his or her daughter. Strong and dedicated participation allows parents, faculty and administrators to work together to build community and bring resources to the Academy, all to benefit our girls and young women.

The Parents Guild supports the Academy in two different roles: implementing and executing events and activities for students and families in order to strengthen the Bay View community, as well as fundraising in support of the entire Academy from Sprouts to Seniors.

Institutional Advancement

Creating an environment in which philanthropy is valued as essential requires the support of each member of the Academy's community. Philanthropy reflects people's passion for things they care deeply about. Through the maintained generosity of many donors, Bay View's Annual Fund, together with special events, endowments, corporate and foundation support, and planned giving, provide much needed restricted and unrestricted dollars to the Academy's operating budget.

Students are expected and encouraged to participate in the Annual Lottery Calendar Fundraising Drive, as expressed in the enrollment contract.

Tuition

The main source of financial support for the Academy is that of student tuition. Tuition must be paid according to the contracted agreement for the current school year. Tuition must be current in order for a student to be eligible for exams, field trips and/or world travel. Please contact the Finance Office at 401.434.0113, ext. 122, with any questions regarding tuition payments. Transcripts will not be released unless tuition is current or the student withdraws.

Bay View will release transcripts and grades only when the student's account has been paid in full to date. Only certified bank checks, money orders or cash will be accepted as payment beyond November 16, 2018. Parents whose obligations have not been satisfied by December 3rd, 2018 will be notified that their daughter will not be allowed to start the second semester if payments are in arrears.

Tuition Assistance and/or Scholarship

Tuition Assistance and/or Scholarship monies are credited to the tuition due. Bay View may withdraw the Tuition Assistance awarded if payments are not being made in a timely manner. Bay View Tuition Assistance applications are available online in December and must be submitted directly to FACTS Management Company by mid-February. A copy of the most recent Federal Tax return must accompany the application.

Penalty Fee

A fee of \$20.00 will be charged for any check returned to Bay View from the bank.

Exams

In order for a student to be eligible to take her mid-term and/or final exams, all tuition (according to the payment plan selected), fees and personal responsibilities, such as detentions and library fines must be current.

Mid-Term & Final Exams

Parents whose obligations have not been satisfied two weeks prior to exams will be notified that their daughter will not be allowed to take her exams. No student will be allowed to start the second semester if payments are in arrears.

Final Exams

Grade Eight Students: Parents whose obligations have not been satisfied by May 10, 2019 will be notified that their daughter will not be able to take their exams or participate in the Moving Up Activities.

Grade Six and Grade Seven Students: Parents whose obligations have not been satisfied by May 10, 2019, will be notified that their daughter will not be able to take their exams. If the account is not current by June 30, 2019, parents will be asked to transfer their daughter from the academy.

STUDENT RESPONSIBILITIES

Students are expected to behave in a manner that is ethical, considerate, and civilized, and further agrees not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the School or to the administrative, educational or extracurricular environment of the School. Students are expected to abide by the directives contained herein wherever and whenever they are representatives of the Academy including field trips. Conduct whether inside or outside school that is detrimental to the reputation of the school will be subject to disciplinary action. The conduct of any student that can be described as disrespectful self-deprecating or destructive to other people or property or to our community environment or in any way is at odds with Christian behavior and values or with state and local laws will not be tolerated. Therefore, if the Administration determines that the student's continued presence at the Academy would have a substantial detrimental effect on the general welfare of the school, her status as a student will be terminated.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

In order that parents and students are fully aware of the policies established for the efficient functioning of St. Mary Academy - Bay View, we ask that parents review the Student Handbook with their daughter(s) before signing and returning the contract.

SCHOOL SCHEDULE

Bay View Academy follows a block schedule. Each of the four daily classes is 85 minutes. Students are required to be present in school on every official school day. Regular attendance at all classes, exams and scheduled activities is required. Absence from class must have the approval of the administration.

Eight Day Rotation

<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>	<u>Day 6</u>	<u>Day 7</u>	<u>Day 8</u>
A	E	B	F	C	G	D	H
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
D	H	A	E	B	F	C	G

SCHOOL SCHEDULE

<p><u>Regular Schedule</u> 8:00- 8:17 Homeroom 8:20 - 9:45 Class 9:48 - 11:13 Class 11:16 - 1:04 Class 11:13 - 11:55 MS Lunch 11:55- 12:25 Grade 9/10 Lunch 12:30 - 1:04 Grade 11/12 Lunch 1:08 - 2:33 Class</p>	<p><u>"X" Day: AM Assembly</u> 8:00- 8:10 Homeroom 8:12 - 9:22 Class 9:23 - 9:29 Return to Homeroom 9:30- 10:30 Assembly/Liturgy 10:33 - 11:43 Class 11:45 -1:19 Class 11:45 – 12:15 MS Lunch 12:17- 12:47 Grade 9/10 Lunch 12:49 - 1:19 Grade 11/12 Lunch 1:21- 2:33 Class</p>	<p><u>"X" Day: PM Assembly</u> 8:00- 8:15 Homeroom 8:17-9:21 Class 9:23 - 10:27 Class 10:29 - 11:33 Class 11:35 - 1:09 Class 11:35 – 12:05 MS Lunch 12:07 - 12:37 Grade 9/10 Lunch 12:39 - 1:09 Grade 11/12 Lunch 1:10 -1:14 Return to Homeroom 1:15 - 2:33 Assembly</p>
<p><u>Advisory Schedule</u> 8:00- 8:10 Homeroom 8:15 - 9:15 Advisory Period 9:18 -10:28 Class 10:31-11:41 Class 11:44 - 1:20 Class 11:44 – 12:09 MS Lunch 12:17 -12:47 Grade 9/10 Lunch 12:50 -1:20 Grade 11/12 Lunch 1:23 - 2:33 Class</p>	<p><u>Early Dismissal</u> 8:00- 8:17 Homeroom 8:20 - 9:20 Class 9:24- 10:24 Class 10:27 - 11:27 Class 11:30 - 12:40 Class 11:30 – 11:50 MS Lunch 11:55- 12:15 Grades 9/10 Lunch 12:20 -12:40 Grades 11/12 Lunch 12:45 Dismissal</p>	

Noon Dismissal Schedule

Homeroom	8:00 AM - 8:10 AM
First Period	8:13 AM - 9:07 AM
Second Period	9:10 AM - 10:05 AM
Third Period	10:08 AM - 11:02 AM
Fourth Period	11:05 AM - 12:00 PM

ACADEMICS

Middle School Courses

The sixth grade students will be assigned to courses in each of the following categories:

- Theology
- English
- Mathematics
- Science
- Social Studies
- World Language
- Computer Studies
- Fine Arts/Performing Arts
- Physical Education/Health

Middle School Electives

Art
Computer Science
Middle School Choral
Middle School Orchestra
Mock Trial
Piano/Keyboard
Science Olympiad
Robotics
Study (Eighth grade only)

- In seventh grade students may also take two electives
- In eighth grade students may choose from 3 electives and/or a study

Parent/Guardian Teacher Conferences

Parent/Guardian Teacher Conferences will be held at the beginning of the 2nd quarter. Parents/ guardians will have the opportunity to meet with teachers to discuss their daughter's first quarter work. Additional conferences can be scheduled at any time during the school year at the request of parents, teachers or school counselor.

Level Changes

In order for a student to be considered for a more challenging level in mathematics she must earn an average of a 90 or better on quarterly grades and exams and standardized test scores must be a minimum of CSQ of 110 and quantitative and math scores of 80 or better. If a student does not meet this criteria and still wishes to be considered for a more challenging level, she may request a review of her level placement with her current teacher and school counselor. If the student is not recommended to move up but still wishes to, then she and her parents may sign a waiver into the requested course. The maximum number of permitted waivers is two.

In the rare instance that a student is recommended to move down a level by her teacher, the parents/guardians, school counselor, associate principal and the principal will be notified. A discussion will be had with all parties before a change is made.

Physical Education

All students, with the exception of those excused for reasons of health, must participate in and successfully pass the requirements of the physical education program according to the state laws of Rhode Island. If, for any reason a student cannot participate, a note must be brought from home stating the reason if this disability extends for more than one week a doctor's note must be submitted indicating the length of time the student is to be excused. This medical excuse will be kept on file in the Physical Education Office. However, the student is to report to her gym period and remain there for the entire period.

Marking System

The school year is divided into four quarters. Bay View is presently using a letter grade marking system ranging from A to F. The lowest passing grade is D. The average of the two semester grades constitutes the final grade for a year-long course. In a one semester course, the average of the two quarters and exam constitutes the final grade. Mid-term and final exams count 20% for Middle School students.

Policy on Grading

No student is to receive a grade below a 60 in any subject area for the first marking period. This applies to semester courses as well as full year courses.

Assignments and Grade Reports

The Parent Plus Portal is an online posting program used by all teachers. Parents and students can access the portal and obtain homework assignments and upcoming tests for all subject classes on a daily basis. In addition, parents and students will be provided with an overview of the student's current grade, missed tests and assignments. This information will be connected to the teacher's' grade book and is updated in real time.

Report Cards

A formal report card is e-mailed to parent/guardian at the end of each quarter.

Incompletes

Incompletes are rarely given in lieu of grades. They are given in cases where students have not been able to complete course requirements because of illness or other extraordinary circumstances. Incompletes cannot be given without the expressed permission of the Principal. All incompletes must be converted to letter grades for report cards within ten school days. The ten days begin the last day of the quarter. Failure to comply with this regulation will result in the conversion of "INC" to a failing grade.

Transcript Requests

When applying or transferring to another school, the records of the student will be mailed upon receipt of the release form signed by the parent or guardian. Please allow two weeks for the records to be sent. Records are always mailed directly to the school. All requests should be sent to Mrs. Karen Richards, Director of Student Services. Bay View will release transcripts and grades only when the student's account has been paid in full to date. No student will be allowed to start the second semester if payments are in arrears.

GENERAL SCHOOL LIFE AND POLICIES**School Environment**

In keeping with the philosophy of our school, the faculty and administration will make an effort to relate to each student as an individual. Developing self-discipline, maturity and a sense of responsibility is an important component of a Bay View education. It is expected that students attending Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the Bay View Community. All of the expectations and regulations expressed herein are based on these principles.

Absence Policy

It is the responsibility of the parent/guardian to see that students attend school daily. Attendance, prompt and regular, is essential for academic success. Both parent/guardian and student should understand the importance of the attendance record. The administration and the guidance counselor investigate repeated absences once a student has reached five absences in a quarter.

Bay View Academy follows a block schedule. Each of the four daily classes is 85 minutes. When a student is absent from class, she is in essence missing two class periods. Therefore, students and parents must regard daily attendance at school with the utmost seriousness.

Absence Notification and Verification

On the day a student is absent, it is the responsibility of a parent/guardian to notify the school by telephone or email at attendance@bayviewacademy.org between 7:00 AM and 8:30 AM to give the valid reason for the absence. (434-0113 x 100).

When a student returns to school, she must bring a note written by her parent/guardian stating the reason for her absence. This note is to be given to the school secretary the morning of the student's return. If a student is absent for five consecutive class days for medical reasons that student will be permitted to return to class only upon presentation of a physician's permit. This note should be given to the school secretary the morning of the student's return. If the student does not provide a physician's note, the absence may be changed to "unexcused".

Tardiness

Students are dismissed from the cafeteria at 7:55 AM. Students who are not in homeroom at 8:00 AM will be marked late. If a student arrives at school during homeroom period, she should report immediately to homeroom and be marked late by the homeroom teacher. Students arriving at school after homeroom period must report to the school office for a late slip. It is each parent's responsibility to anticipate possible traffic delays and, therefore, to leave home early enough to reach school on time. Excessive tardiness could result in multiple detentions. Parents will be required to meet with the Administration once a student has eight unexcused tardies in a quarter.

Participation in School Activities

Students who are absent from school may NOT take part in school activities or social functions on the same day they are absent. If a student is tardy for more than half of the academic day, she will be considered ineligible to

participate in school or social activities that day. No athlete may start in any contest if absent from the practice the day before the event. Students must be present in school to practice or play in any contest.

Vacation Periods

Parents are strongly urged not to allow students to stay out of school for family trips or vacations during the school year except at those times designated on the school calendar. Absences during regular school time create academic problems. If it is absolutely necessary and unavoidable that a student misses school, she must present to the associate principal for approval a note from her parent/guardians indicating the dates she will be absent. It is the responsibility of the student to keep current on assignments using Student Plus Portal. Make-up tests are graded with a maximum credit of 85 at the discretion of the teacher. Teachers will not provide assignments in advance of a student's vacation.

Medical/Dental Appointments

Appointments should not be scheduled during school hours. If it is necessary, because of special circumstances, to schedule an appointment during the school day, a written request from a parent/guardian must be presented to the administrative assistant starting date, reason and phone number where parent/guardian can be reached for verification. This written request should be brought to the school office before homeroom period. If it is absolutely necessary to schedule a medical appointment during the school day, a notice from the doctor indicating the date and time of the appointment must be presented to the school secretary by the student upon her return to school.

The student's absence will be considered unexcused if documentation is not provided. In every instance of leaving early, including illness, students are responsible for completing any missed class work, homework and/or tests. Make-up tests may be graded with a maximum credit of 85 at the discretion of the teacher.

Homework Policy

Students are expected to take responsibility for all missed work due to absences. It is the responsibility of the student to keep current on assignments using Student Plus Portal and contacting the teacher via email. Homework assignments must be completed in a timely manner.

Make Up Tests

Ordinarily, tests are announced two days in advance in order to give the student maximum opportunity for preparation. Testing policies will be announced at the beginning of each course along with other class requirements. To receive full credit for a test, the student must take it on the day that is scheduled for the entire class. At the discretion of the teacher, make-up tests are graded with a maximum credit of 85. Exams must be taken on the scheduled day and time. Students are given the latitude of no penalty on the occasion of the first absence on a quiz/test day. Exams taken on non-scheduled days are also graded with a maximum of 85.

Dismissal

All students will be dismissed, on a regular basis, after their last scheduled class of the day. Students who remain in the building after their last scheduled class are subject to school authority. No student may leave the school before the end of scheduled classes for any reason without the express permission of her parents and a school official. If a student needs to leave school because of illness she must have the permission of the school nurse. Notes requesting early dismissal must be given to the attendance secretary prior to 8:10 AM. A phone call will be made to the parent or guardian confirming the request. Dismissal requests received after 8:10 AM will be for emergencies only. An early dismissal for medical appointments will be considered unexcused if documentation is not provided.

Parents/guardians must sign the student out at the school office. The Early Dismissal Form must be shown to the subject teacher when leaving the classroom and must be given to the school secretary at the school office.

Inclement Weather

During inclement weather, a "no school" or a "delay" announcement will be made through local media and a phone call and email message will be made to all parents using Rediker. The name of the school will be announced as St. Mary Academy - Bay View. Any time East Providence cancels school due to weather, Bay View will also be closed. If school is cancelled due to inclement weather, we will resume the schedule as stated on the school calendar on the day we return to school.

At a time when various school districts are delayed and/or when Bay View announces a delay, the school building will be open at the regular time. This will accommodate those students coming from school districts not having a delay or for those students who travel to school by car. If a town has a delay then the bus for that town will also be delayed. Administration and staff will be available and classes will begin as announced. Please note that if a student has a sibling in the Lower or Middle School, she should not be dropped off at the school before the delayed start time as the Lower and Middle School cannot guarantee that personnel will be available to provide the supervision necessary for younger students.

On a "no-school" day due to inclement weather, students are expected to check the portal for class assignments for that letter day. Students are responsible for handing in all assignments on the day they return to school.

Early Dismissal Procedure

The principal will announce an impending dismissal to the student body and an automated telephone call will be made to all parents notifying them of the early dismissal. Upper School students who drive will be dismissed first. A Middle School student who normally travels with an Upper School student will be allowed to ride home with that student. A school wide announcement will be made when town busses arrive. Students are to gather their belongings and go immediately to their bus.

All remaining students are to be in class. At no time are students allowed to leave class. All teachers are to remain in their present class until all students have left and disregard bells for the changing of classes. If it is lunch time teachers should follow the scheduled lunch and remain in the cafeteria with their class, returning to the classroom at the completion of the lunch period.

Please note that all students should return home by the same mode of transportation by which they arrived at school.

Bus Policy

Proper conduct on school buses and public transportation is expected of all students at all times. Misbehavior on school buses and public transportation is dangerous to the welfare of others and will not be tolerated. Students are expected to comply with the rules and regulations set forth by the bus driver. The bus driver is ultimately in charge of the bus and should be given respect at all times. Bus drivers can issue bus conduct reports to students who misbehave. In cases where a student becomes so totally undisciplined that the safety of others is seriously endangered, the student will immediately be excluded from riding the bus by the owners of the bus companies. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is out of order.

Dress Code 2018-2019 – Grades 6-8

A student's attire reflects not only the image of the student herself but also the image of St. Mary Academy - Bay View. The following uniform policy is in effect and will be strictly enforced.

UNIFORMS MUST BE NEAT, CLEAN AND IN GOOD CONDITION AT ALL TIMES.

School apparel listed below must be purchased from Donnelly's, DonnellysClothing.com.

- Skirt – Navy Kilt. The skirt length should be no shorter than three inches above the knee. Skirts may not be rolled at the waist.
- Slacks – Bay View slacks may be worn anytime. Slacks must have the BVA logo.
- Shirt: White Short Sleeve Polo w/logo
White Long Sleeve Polo w/logo
- Sweater: Navy V Neck Pullover w/logo
Navy V Neck w/stripes w/logo
- Socks, tights – From the beginning of school to October 1st and from the first Monday after spring vacation Navy blue knee socks are to be worn. From October 1st to the Friday before spring break, students are to wear tights (with no designs) with the skirt. Tights must be navy blue and in good condition. If socks are worn over the tights they must be navy blue. From the beginning of and during the remaining school year, navy blue knee socks must be worn.
- Footwear – Black, Brown or Navy shoes.

Personal Grooming

- Undergarments are not to be visible
- Hair color must be within the range of natural shades. Shaved heads are not allowed.
- Make-up – Excessive make-up is inappropriate
- Jewelry – Minimal jewelry may be worn. Students are expected to exhibit good taste in style of jewelry and cosmetics. Neck collars, chains, etc. are considered inappropriate and are not acceptable.
- Body Piercing-is considered inappropriate and unacceptable (except for ear piercing).
- Nose rings or studs, eyebrow rings and tongue rings or studs, are prohibited. If earrings are worn they should number no more than two per ear.

School Sponsored Activities

- Students who attend school-sponsored activities must be dressed in a manner proper to the occasion. Any deviation from the acceptable standard of dress, appearance or cleanliness on the part of a student, and in the opinion of school personnel, is a cause for disciplinary action. When permission is given to students not to wear uniforms, good taste, self-respect and consideration of others should be the guidelines.

Dress Down Day and Field Trip Attire Guidelines

- Students may wear jeans but they cannot have any rips or cuts. Inappropriate items for non-uniform dress-down days and field trips include: hats, T-shirts with logos or slogans, tank tops, mini-tops, shorts, mini-skirts, flip-flops or sandals. The administration reserves the right to determine if the student is in compliance.

Gym Uniforms

Required gym uniform for Middle School must be purchased from Donnelly's. Students will bring their gym uniform to school on gym days, and will change from their school uniform to their gym uniform for Physical Education class.

Cafeteria

The cafeteria is available for students from 7:30 AM – 8:00 AM and 8:30 AM to 3:00 PM daily. Students are to leave the chairs and table in order after using them. Debris should be placed in trash containers.

The cafeteria kitchen is OFF LIMITS to students. Refrigerators may not be used by the students. Cafeteria facilities may be used after school hours with permission of the office. Moderators in charge of groups must sign out for the use of the cafeteria on the calendar provided for this purpose. If furniture is moved it must be replaced as it was found. If kitchen equipment is used, it must be left in order.

Food and beverages may not be taken out of the cafeteria during school hours. Exceptions are made if lunch is eaten in class for purposes of a video or speaker. This should be done only with permission of Administration. Weather permitting students are allowed to eat outside. Food is not to be consumed during class or during study. Lunch periods are assigned.

Students are asked not to leave the classrooms for lunch until the bell rings. This allows the corridors and stairs to be cleared. The cafeteria coordinator will dismiss the students at the end of the lunch period.

Corridors

Students are not to loiter in the corridors. Corridors should be cleared as soon as possible after the change of classes. Noise in the corridor should be kept to a minimum in the interest of classroom teaching.

Cell Phones/Smart Devices/Apple Watch

The use of cell phones and any smart device including a Apple watch for calling and/or texting is not acceptable and is absolutely forbidden during school hours. It is the school's responsibility to provide the best possible education in the best possible learning environment, which can be compromised by ringing phones or students text messaging. Cell phones/smart devices/Apple watch (excluding the Academy provided iPad) must be turned off at 8:00 AM and must not be turned on until 2:25 PM. Cell phones/smart devices must be kept in purses, lockers or in school bags, not worn. Bay View allows students to have the use of cell phones/smart devices/Apple watch during the school day in cases of emergency only, when permission is given by the administration. Texting or placing calls via the Academy provided iPad is considered the same offense as texting/calling from a cell phone/smart device.

The following cell phone/smart device/Apple Watch policy will be strictly enforced:

- **First Incident:** The device is taken by the teacher and brought to the principal's office. The student must see the principal or associate principal at the end of the school day to retrieve her phone. Parents will be notified.
- **Second Incident:** The device will be confiscated and the parents will need to meet with an administrator in order to retrieve the phone. The consequences for the student may include leaving the device in the Associate Principals office for the remainder of the quarter with a two week minimum.

Lavatories

Students are not to loiter in lavatories. Students must have the teacher's permission to use the lavatories during class time. Students must sign out with the time, indicating where they are going and sign back in upon return. Cell phones, smart devices and Apple watches are to be placed on the teachers desk when a student leaves the classroom. Frequent visits to the lavatory will be communicated with the Associate Principal.

Science Labs

Students are not allowed in any science lab or storage area unless a supervising science teacher is present. Eating in science labs is absolutely forbidden.

Telephone Messages

Only in an emergency situation will a message be delivered to a student during class.

Media Information

During the course of the school year photographs are taken of our students, faculty and staff at events or on campus that may be used for press releases, yearbook, website or put on display at various locations on campus. When pictures are sent with press releases the name of the student/faculty/staff is also provided. If you do not want your photograph used in publications/press releases, please email the Director of Communications and Marketing, Sara Del Signore at sdelsignore@bayviewacademy.org. You will be sent a form that must be returned to Sara acknowledging, by your signature, your request not to be photographed.

Social Events

The basic framework of all social events, including time, place, dress, and nature of social affairs, is determined by the administration and the respective activity moderator. No student is to come to a social activity any later than one-half hour after the activity begins without prior permission of the principal or associate principal. Students are expected to remain until the activity is finished. Once the student leaves the social event he/she is not to be readmitted.

In addition, the regulations here stated are not to be considered inclusive. The administration, the moderator and/or chaperones at any social or co-curricular activity or event shall retain the right to bar or terminate the attendance of any student(s), without specific reason, whose appearance, behavior, or attitude suggests that his/ her attendance or continued presence would be detrimental to himself/herself or others present. Any action so taken will be reported to the student's parent/guardian.

Students may not bring to any social event a guest who is a high school student unless special permission is obtained from the administration.

Dance Regulations

- Middle School dances are 6:30 PM to 8:30 PM. Students must arrive within 30 minutes of the start of the dance unless prior arrangements have been made with the moderator.
- All tickets are pre-sold and ID may be requested prior to admittance.
- Students are expected to stay to the end of the dance. A student who wants to leave the dance for a serious reason must follow this procedure. The student should inform a teacher that she/he needs to use a telephone to call her/his parents. Once the call has been made, the student will remain in the lobby in the company of a chaperone, until the parents pick her/him up and sign the student out. Once a student decides to leave the dance she/he will not be allowed back into the dance area.
- Students are expected to dress and behave in an appropriate manner. Any student who violates the rules will be asked to leave and the parents will be called. Disciplinary action will be taken.
- Students are responsible for the behavior of their guests.

Field Trips and World Travel

A field trip is a privilege and not a right. All grades do not always have the same number of field trips. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official Field Trip Permission Form, signed by the parent, is required before a student will be permitted to attend a field trip activity. A telephone call will not be accepted in lieu of the proper field trip permission slip.

World travel will require the use of the same Field Trip Permission Form, which is provided as a sample at the end of this handbook. Rules for each individual trip will be provided.

Extra-Curricular Activities

To participate in extracurricular activities (including sports and performing arts), a student must be in good academic standing in each of her classes. Any student who is on academic probation will not be eligible to participate in any extracurricular activities.

Programs and Clubs

Bay View Ambassadors Grades 6-12
Friends of Mercy Grades 6-8
Musical/Drama Productions Grades 5-12 depending on the nature of the show
Jr. Chamber Chorus Grades 3-6
Chamber Chorus Grades 7-12
Instructional Dance
Orchestra Grades 6-12
Middle School Yearbook Grades 6-8
Spanish Club Grades 6-8
Student Council Grades 6-8

Advisory

Throughout the year, time is set aside to disseminate information on important topics such as the proper use of social media, campus ministry activities, standardized testing and peer relationships.

Middle School Athletics

Middle School fall sports begin after school has started. Listen to the morning announcements for dates and times. All Athletic Forms should be sent to Ms. Wasson or Ms. Delemos in the Wellness Center Athletic Office. These forms remain on file for the entire academic year.

Required Forms

All required forms can be found on the Bay View Academy Plus Portal.

- Bay View Assumption of Risk Form -Required once while in Middle School
- Principal's Committee Assumption of Risk Form -Required once while in Middle School
- RI School Physical Form - Required annually
- Authorization for Treatment Form - Required annually
- Transportation Liability Waiver
- Parent/Guardian Authorization Addendum

VIOLATION OF SCHOOL POLICIES

Detention

School detention may be issued to any student whose action or failure to act violates the rights of others, interferes with the educational process, puts persons or property at risk, or exhibits a lack of respect for proper authority.

Detention is an additional one hour period of time at the end of the school day. Detention takes place on Tuesdays and Thursdays. Detention must be served on the first or second scheduled detention day after the infraction occurs. Detention has priority over all school responsibilities and/or extracurricular activities, including driver education. Detention also has priority over after-school employment.

Detention slips are made out in duplicate with one copy given to the student; the other is submitted to the associate principal. The associate principal has discretion over all of the conditions of the detention.

The following regulations are observed in the detention room:

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- Silence is observed
- Students must be in full uniform
- Students are not allowed to do homework

The following offenses are addressed with detention which may be given by any member of the staff/faculty or administration. This list is not exhaustive.

- Arriving late for school
- Loitering in lavatory, parking lot, school grounds, or on properties adjacent to the campus
- Violating the uniform code
- Misbehaving in the auditorium/cafeteria
- Misconduct on public or private conveyances on the way to or from school

Please note that additional instances of the same offense in a given quarter will result in at least an additional hour of detention for each such occurrence. This provision is intended to discourage repetition of offenses. Repetition of offenses may be considered a serious offense.

Detention may be completed in the form of a service project, before or after school, not during an unscheduled period, provided the following conditions are met:

- Written permission must be secured first from an administrator and then from the teacher who will supervise the student's work.
- The student's work will be supervised by a faculty member. The amount of work will be equivalent to the amount of time the student accumulated in detentions.
- All work must be completed in a reasonable amount of time as determined by the associate principal.

Counseling

Depending on the nature of the disciplinary problem, the school may recommend or mandate that a student engage in counseling sessions either with the school personnel or an outside agency as a condition for remaining in the school.

Serious Offenses

Because of the extreme nature of some offenses and their negative influence on the school community, some serious first and second offenses may result in suspension, dismissal, expulsion or a request for a student to transfer out of the school.

Not Reporting to Class

Attendance at class is NOT optional. Unexcused absence from a class or an exam is not permitted. Two hours of detention will be given for each class cut including gym and study. The student will receive a zero for quizzes, tests and daily assignments for the class that was missed.

Disciplinary action for failure to comply with this substance abuse policy could involve expulsion. The alternative to expulsion is counseling. This may be done by attending an accredited substance education program. The counseling approach will be determined by the Administration in conjunction with the student and parent/guardian. The counseling program used must have an evaluation component. Responsibility for payment is assumed by the student or her parent/guardian. Students are guaranteed that their personal right to confidentiality will be respected by members of administration and other school personnel involved.

Disrespect

It is expected that students attending Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the Bay View community. Students are to act and speak in a respectful manner at all times. Disrespect towards administrators, teachers, staff or other students will not be tolerated and will be treated as a serious offense.

Fighting

Students who have grievances may never resort to physical confrontation to settle their differences. Behavior of this type will be a cause for suspension or expulsion.

Truancy

Any absence that is not considered valid will be deemed truancy. The time missed from school must be made up at detention. For every unexcused absence the student will receive an F in each class missed with no opportunity to either making up the work nor submitting work due on that day.

Vandalism/Personal Property

The school cannot be responsible for books or personal property left in classrooms, the cafeteria or elsewhere. Valuables should not be brought to school; the school will not assume liability. When preparing for gym class, students should use gym lockers for clothes, etc. When it is absolutely necessary for students to bring large amounts of money to school, this money should be brought to the Business Office at the beginning of the school day for safe keeping.

Vandalism or deliberate abuse of school property is a serious offense. Students are reminded of their responsibility to care for school property and to report any cases of vandalism to the proper authority. Students

found vandalizing school property or the property of others will be held responsible for repair cost of the vandalized property.

Bay View students are expected to be respectful of public and private property. Reports regarding the vandalizing of public transportation vehicles are treated seriously by administration.

The School reserves the right to inspect a student's property.

Violence

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of email, website or any means of technology by any member of the school community to any other member of the school community or to an outsider, subjects an individual to sanctions by the school including but not limited to suspension, medical/psychological evaluation and exclusion. All threats of violence will be taken seriously. Excuses such as "I was just kidding" are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate.

Drinking and Drugs

The school recognizes that alcohol and drug abuse is a major issue in contemporary society. Every effort will be made to provide assistance to an individual who has a substance abuse problem. Drinking and/or possession of

alcoholic beverages, abuse and/or possession of drugs or drug paraphernalia, and the selling of such items are forbidden at all times on the school premises.

The school maintains the right to search any personal property when there is a suspicion of a violation of this policy. Conduct within the school that indicates that students have been drinking or that they have been involved with drugs will warrant disciplinary action. These regulations apply equally to school functions held off campus. Students exhibiting this behavior will be reported to the associate principal.

At off-campus functions, responsibility for the student will be immediately referred to the parent/guardian.

Smoking

Bay View is a SMOKE FREE facility. Smoking is not permitted anywhere on school premises. This includes the smoking of e-cigarettes.

Weapons

Weapons may be defined as any instrument which may be used to intimidate or cause physical harm. Any student who has a weapon(s) in her possession or brings the same into the school building/property or to school related functions is subject to immediate serious disciplinary action and could result in dismissal from the Academy.

Miscellaneous Serious Offenses

Unauthorized entries into the school building, leaving school without permission, stealing and inappropriate use of cell phones are all serious offenses. This list is not exhaustive.

HANDLING OF SERIOUS OFFENSES

Violation of Policies and Procedures

The policies and procedures in this handbook are designed to create a constructive learning environment for students, faculty and staff. Failure to adhere to these policies and procedures will result in disciplinary action. Infractions may be dealt with by faculty, staff and/or administration. Infractions and disciplinary action may include, but are not limited to, any or all of the following:

Level 1 Infractions

Tardy for class
Unprepared for class
Inattention/disruption in class

Level 1 Consequences

Detention(s)*

Level 2 Infractions

Dress code violations
Disrespect
Tardy for homeroom
Repeated level 1 infractions
Use of cell phones or Apple Watch in school
(vacation weeks)

Level 2 Consequences

Detention(s)
Parent Conference
Loss of on/off campus privilege
Probation**
Surrender device for 4 weeks (excluding

Level 3 Infractions

Misuse of technology***
Use of cell phones or Apple Watch in school
Use of ipad for non-educational purposes
in classes, the library, on-campus and studies.
vacation weeks)
Not reporting to class
Unexcused absences from school
Truancy
Repeated level 2 infractions

Level 3 Consequences

Parent Conference
Loss of on/of campus privilege
Probation**
Surrender device for 8 weeks (excluding

Community Service
Loss of network use
Student will not be allowed to attend classes
until her parents/guardians are notified and
arrive with the proper uniform.
Absences from classes will be considered
unexcused.
In house suspension
Suspension****

Level 4 Infractions

Smoking
Drugs
Alcohol
Fighting/Violence
Vandalism
Weapons
Bullying
Repeated level 3 infractions

Level 4 Consequences

Parent Conference
Probation**
Surrender device during school hours
Community Service
Loss of iPad on the day of infraction
In house suspension
Suspension ****
Expulsion*****

Depending on the nature of the infraction and its negative influence on the school community some level 1 and 2 infractions or first and second offenses may result in greater consequences.

*Detention is an additional one hour period of time at the end of the school day. Detention takes place on Tuesdays and Thursdays. Detention must be served on the first or second scheduled detention day after the infraction occurs. Detention has priority over all school responsibilities and/or extracurricular activities, including driver education. Detention also has priority over after-school employment.

**Probation is a period of time during which the student demonstrates willingness to comply with school policy. Students must be exceptionally conscious of behavior. Student activities are curtailed at the discretion of the associate principal. Length of probation is determined in each individual case. A student who violates probation will serve an in-school suspension and her parents must meet with the administration. If a student violates probation a second time, she will be subject to further discipline and possible dismissal from the Academy. Parents must meet with the administration to discuss the severity of the behavior and their daughter's future at the Academy.

***Misuse of technology includes violation of any policies outlined in this handbook as well as using the iPad during class for any purpose not authorized by the teacher.

****Suspension is used for a serious disciplinary breach. It is also used when a student fails to respond to other correctional measures. Suspension may be in school or out of school. In all cases, the reasons for suspension will be carefully delineated and terms of suspension will be determined by the administration. Students will receive a zero for all work, tests, and assignments occurring on the days of suspension.

**** Expulsion is a permanent exclusion from school following serious or repeated deviation from school policy.

ACADEMIC INTEGRITY POLICY

Academic integrity is an essential value for the global community as a whole. As part of this global community, Bay View expects that all students will display honesty in every part of their academic lives. The first objective of Bay View states that the student will be enabled to acquire knowledge and assimilate it according to Judeo-Christian values. Cheating is in direct conflict with this objective. Cheating, in any form, will not be tolerated.

Definitions

Cheating is defined as using dishonest methods to gain an advantage. This includes using any kind of secretive means of gaining information for use on quizzes, tests, lab reports or homework.

Cheating includes, but is not limited to:

- Copying another's answers on homework, quizzes, tests and/or exams
- Concealing notes for a quiz, test, or exam
- Borrowing and/or copying all or part of another's report, essay, term paper, etc.

Plagiarism is defined as stealing and presenting both the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. Turning in a paper retrieved from any internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, website, database, etc., without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

Students who violate the Academic Integrity Policy will be disciplined according to the gravity of the offense as determined by the teacher and the Administration. Consequences may include re-submitting the assignment for partial credit or receiving a failing grade on the assessment, essay or research paper. The sanction may be imposed on the student who cheated or committed plagiarism and, where applicable, on the student who allowed the cheating or plagiarism to occur.

STUDENT HEALTH

The Health Office is located on the second floor of St. Joseph Hall. A registered nurse is in attendance during regular school hours to meet the health needs of students and staff. In addition to providing first aid, the nurse is available to evaluate physical illness which may require early dismissal from school. Parents are encouraged to inform the school nurse of information which is relevant to the student's overall health status, as well as those factors which may affect the student's academic performance.

Health Office Visit Procedure:

- No student is allowed to visit the Health Office without a "Health Pass."
- The "Health Pass" is obtained from the classroom teacher. If the student is at lunch she must obtain a pass from the lunch monitors or go to the next class to obtain a pass.
- The teacher must mark the time the pass is granted. If there is a long waiting time the student is to return to class after 10 minutes. Emergency cases being the exception. Limit the visitation time to 10

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minutes total on the pass if the complaint is minor (i.e. headache or indigestion etc.). If a longer time is needed the nurse will add a note to the pass.

- The teacher should NOT allow more than 2 students to the Health Office at the same time.
- Students requesting a pass should do so at the beginning of class so that class is not interrupted, emergency cases being the exception.
- Students must report to class prior to coming to the Health Office. Upon dismissal from the Health Office the student is expected to return immediately to class.

Dismissal-Health Reason:

- The school nurse will contact the parent/guardian of the ill student to obtain permission for dismissal. Students are not allowed to bypass this policy by calling parents directly for permission to be dismissed.
- Student will bring Health Pass to the school office and wait for transportation.

Medication Procedures

In compliance with Rhode Island State Laws, the following procedures will dictate medication administration:

- No unlicensed person, other than a parent/guardian, may administer prescription and non-prescription medications in the school setting. Exceptions to this are students previously identified as requiring the use of an Epipen.
- Other than inhalers and Epipens, students are not allowed to self-medicate.
- Students are prohibited from carrying (other than inhalers and Epipens), storing or sharing any prescription or non-prescription medications.
- Medications, both prescription and non-prescription, may only be administered when provided in the original, labeled container and accompanied by a signed and dated note from the parent/guardian that identifies the medication, dose to be given and the time(s)/condition to be administered to the student.
- All medications must also be accompanied by a physician's order.
- Medication consent forms must be renewed each school year.
- Medications brought/sent to school that do not meet the above requirements cannot and will not be administered.

Lice Policy

St. Mary Academy – Bay View follows the East Providence School Department's Head Lice Procedure and the Rhode Island Department of Health's General Control Measures for Schools.

In the event that a live head louse is found on a student:

- The child will be allowed to finish the present day in school, with the exception of pre-k, K and grade 1.
*
- Parent/Guardian shall be notified by phone that a live louse has been detected and requires treatment before being allowed to return to school.
- Educational materials about treating the child and the child's environment will be offered to the parent or guardian
- Upon returning to school the child shall be cleared by the school nurse teacher before returning to the classroom. Nits (eggs) still present will be removed by parents on a daily basis.
- The school nurse will recheck the student in 7-10 days to check for evidence of live lice from hatching nits.

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- Classroom head checks will be conducted only in the youngest classes (Blossoms, Sprouts, K only when a case has been identified). This is where the possible transmission at school may be highest due to head to head contact.
- A head lice notification will be sent home in the event of 2 or more active cases in the same classroom.

COMMON FACTS ABOUT HEADLICE:

- Head Lice are a fairly common problem in school age children (Due to close proximity while playing and head to head contact).
- Head lice can be acquired anywhere in the community (Buses, planes, department stores while trying on clothes).
- Head lice are not infectious.
- Head lice cannot fly.
- Head lice require a blood source to live, therefore cannot live for greater than 24-48 hours on clothing, rugs, helmets etc.
- Periodically we have a known case of head lice in the classrooms. Parents and teachers request all kinds of measures depending on who they have spoken to and what type of treatment they sought.
- Bay View Academy will follow the Rhode Island Department of Health and East Providence School System guidelines. We cannot follow any individual requests for treatment. We are mandated to follow the regulations.
- We request in advance that parents remember children are easily stigmatized if they feel singled out or overhear parents speaking negatively.
- Please remember that while a nuisance, head lice do not cause infection.

**The CDC and Rhode Island Department of Health discourages routine classroom or school-wide screenings for head lice. It is recommended for parents to check your child periodically for live louse and nits(eggs).*

Resources:

- <https://www.cdc.gov/parasites/lice/head/prevent.html>
- <http://www.health.ri.gov/publications/protocols/HeadLice.pdf>
- <http://www.mass.gov/eohhs/docs/doh/cdc/factsheets/g-i/head-lice.pdf>
- *There are many head lice YouTube videos. We like KenoshaKidsDoctor.com as an example of how to identify live lice and their eggs.*

Accidents – All accidents and injuries occurring on school grounds must be reported to the school nurse and administration immediately for evaluation and treatment. Parents will be contacted regarding the accident. An accident form is completed by the school nurse. A copy of the report is kept on file with the school nurse and an additional copy is given to the Administration.

Physical Disability

The elevator is available for any student who is not able to use the stairs due to health reasons. A student using the elevator must be accompanied by another student or staff person. An immobile student must be accompanied by a staff person. An elevator pass may be obtained from the associate principal or the nurse. Handicapped bathrooms are located on the second floor adjacent to the Health Office and in the Walsh Dining Room in St. Joseph Hall.

CHILD CUSTODY

In cases where legal decisions have been made regarding the welfare of the student (that is, child custody and visitation privileges), the principal must be notified immediately of such information and copies of such legal

agreements must be on file in the office. Verbal notification of a change in custody arrangements will not be accepted. The school will adhere to the written orders with the most recent date.

VOLUNTEER/SAFE ENVIRONMENT TRAINING

All parents who volunteer during the school day, chaperone school field trips and assist at school events must complete a Disclaimer Form and participate in the Safe Environment Training. Disclaimer Forms are available for parents with Ms. Thompson. Safe Environment Training can be found on the Rediker Plus Portals.

CRISIS MANAGEMENT PLAN/SECURITY

The following are preventive measures to ensure the safety of our students:

- Outside doors are locked during the school day and those wanting to enter must be given access from the office. Visitors are NEVER allowed to ask students to give them access to the building.
- Visitors are required to state the purpose of their visit.
- All visitors must sign in upon entrance, provide identification and sign out upon departure.
- The doors are monitored by surveillance cameras.
- Students are not allowed to leave school prior to dismissal without the consent of a parent/guardian. Students must have a pass in order to go to the nurse, library, student services, etc.
- Fire drills are conducted so all students, faculty and staff will know what to do to evacuate the building.
- Lockdown drills are conducted so all students, faculty and staff will know what to do in the case of an emergency.

Fire Drills

We hold fire and lock down drills so all students, faculty and staff will know what to do to evacuate the building. Directions for leaving the building are posted in each room. Upon hearing the alarm, students should file out quickly in an orderly fashion. All windows in the classroom should be closed, lights turned off and doors closed. Absolute silence is to be maintained during the entire duration of the drill.

Teachers are responsible for the safety of each student under their jurisdiction. Teachers must take a class roster with them and attendance is to be taken. The Administration is to be notified immediately if any student is missing.

Physically Disabled Students

Upon hearing a fire alarm, physically disabled students in Mercy Hall proceed to the “Area of Rescue Assistance” on each floor across from the elevator. Students in St. Joseph Hall must report to the nearest stairway and wait for assistance with an adult. In the event of an actual fire or emergency, a school official would alert firemen to the presence of these students.

Lockdown Drills

When the school is placed in a lockdown, students and teachers are to remain in the classroom and barricade the doors to prevent an intruder from entering. Students and teachers will discuss the plan for barricading at the beginning of the school year. When a lockdown is announced over the intercom, students are to remain in the classrooms and doors are locked, lights turned off and shades pulled down. Students are to be positioned away from the view of doors and are to remain quiet. Lockdown conditions cease when the “all clear” statement is announced on the intercom.

Evacuation Plan

If an emergency requires evacuation of the school grounds, students will be directed to predetermined locations. Parents will be informed of the situation and where they can be reunited with their daughter through Rediker's Notify.

USE OF iPADS/TECHNOLOGY**Requirements for iPad Use**

- Students must have their iPads with them at school every day.
- Students are responsible for keeping their iPads' batteries charged for school each day.
- Students may not use their iPads for photography or video/audio recording on campus without the permission of a teacher. Teachers will grant permission only for academic purposes or in support of a school program.

Rules for iPad Use

- Bay View makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, Bay View will not be responsible for lost or missing data. Students are responsible for backing up their own files.
- Students are responsible for backing up their own files. It is recommended that students upload

documents to Google Drive, Dropbox, or iCloud. Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to

mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

SOCIAL MEDIA

St. Mary Academy – Bay View respects the right of its students to use Social Media. For the purposes of these guidelines, "Social Media" refers to any websites or mobile device applications that allow users to create, post, upload, comment on, interact with, or share content with other users (including the user's own network, networks of other users, or members of the public). Examples of Social Media include: social and professional networking websites (Facebook, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Flickr, Pinterest, Snapchat), location-sharing websites (foursquare), consumer review websites (Yelp), virtual worlds (Second Life), and social bookmarking websites (Reddit).

It is important for Bay View students to understand that it is difficult to set boundaries between private and public life online, because what may seem or be set to private in Social Media can easily become public, even without knowledge or consent. Bay View students who use Social Media must remember that any information posted can reflect on the entire Bay View community and, as such, is subject to the same behavioral standards set forth in the Bay View Student Handbook, plus state and federal law.

Guidelines for Social Media Use

These guidelines are intended to provide a framework for Bay View students to conduct themselves safely and responsibly online. As a Bay View student, you should:

Be Aware that Privacy Settings do- NOT Guarantee Privacy

Bay View students are encouraged to use available privacy settings on Social Media sites to restrict access to their personal information and content. However, even though most Social Media sites provide their users with privacy improvement updates, the changes occur frequently and can get complicated. Even if you diligently monitor your privacy settings, anything you post may become public—and potentially be seen by your school, your parents, and strangers.

Bay View Teachers or Staff

Current Bay View students must not “connect to” or “follow” in Social Media any current Bay View teachers or staff. This includes becoming Facebook friends, Twitter or Instagram followers, or making any other connection in Social Media with teachers or staff (including athletic coaches).

Private or Confidential Information

Be wary of sharing or posting private, personal, or confidential information to Social Media sites. Posting information such as your date of birth, address, phone number, class schedule, birthdate, social security number, bank account number, medical or financial information, etc. is NOT recommended. Once such information is posted, it may become public and may become the property of the Social Media site.

Unprofessional Public Profiles

Any information you put on Social Media sites is considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Potential, current, and future employers—as well as college admissions officers and recruiters—may be able to access the information you put on Social Media sites, regardless of your privacy settings.

Posting Illegal Activities

Bay View students should avoid posting images or content depicting or endorsing violence; hazing; sexual harassment; overly sexual behavior; vandalism; stalking; underage drinking or sexual activities; selling, possessing, or using illegal drugs; or any other inappropriate or unlawful behavior. Images or content posted to Social Media may become the property of the Social Media site, even if you have deleted the image or content from your profile. The image or content may remain on the Social Media site’s server or in a cached or archived version of the site, even if you have deleted the image or content from your profile. Internet search engines such as Google or Yahoo may still find that image or content, long after you have deleted it from your profile. In addition, even if your profile is set to private, a Social Media connection can easily capture and disseminate images or content from your profile, such that third parties—including law enforcement, employers, and admissions officers—can see or access private or deleted content.

Bullying\Threats of Violence

While Bay View students have a right to free speech, that right is NOT unlimited. Bullying is a serious problem and is not limited to student-on-student interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination. Bay View students should avoid the following:

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- Derogatory language or remarks about Bay View students, teammates, coaches, staff members, athletic administrators, and analogous representatives of other schools;
- Demeaning statements about and/or threats to any third party; and
- Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional harm to another person.
- Bay View students should be aware that if their conduct is deemed to be bullying, violates school guidelines, or is otherwise unlawful, such conduct may be subject to discipline, not only by the School, but also by law enforcement agencies. Note that bullying can include tweeting or any other activity meant to demean another without calling them by name or online identity, if that activity can be associated with or linked to a specific victim or individual.

Plagiarism and Cheating

Plagiarism and cheating via social media are also prohibited.

Additional Considerations

- When a student uses personal devices, the administrators, teachers and librarians have the right to validate the use.
- Students must respect and protect the privacy of others.
- Students may only use assigned accounts.
- Students may not view, use, or copy passwords, data, or networks to which they are not authorized.
- Students must observe all network security practices, as posted.
- Students must report security risks or violations to a teacher or network administrator.
- Students must not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Students should respect and protect the intellectual property of others.
- Students must not infringe copyrights (no making illegal copies of music, games, or movies).
- Students should report threatening or discomfoting materials to a teacher.
- Students may not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Students are not allowed to use or possess hacking software.

Bay View students should be aware that their online actions have consequences. While Bay View does not monitor student Social Media accounts, it has the right to review and act on information in the public domain or provided by third parties (i.e. students, parents, community members). Bay View also has the right to investigate students' Social Media activity or content in the event of allegations of inappropriate online conduct or a violation of school guidelines.

Bay View may discipline (up to and including expulsion) students for online conduct which is: a violation of school guidelines, including this policy; substantially or foreseeably disruptive to the Bay View environment; lewd, vulgar, or offensive; advocating or depicting violence, bullying, or illegal activity. Note that, in certain circumstances, your knowledge or support of these activities committed by another can result in discipline to you. This includes "Liking," "Retweeting," "Favoriting," commenting favorably, or otherwise endorsing these activities committed by another.

In addition, students should be aware that, in certain circumstances, their online conduct may be subject to criminal prosecution.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.

**Department of Elementary and Secondary Education
SAFE SCHOOL ACT STATEWIDE BULLYING POLICY
Effective: June 30, 2012**

**RHODE ISLAND 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.

1. DEFINITIONS

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

- a. Causes physical or emotional harm to the student or damage to the student's property;
 - b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
 - c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
 - d. Infringes on the rights of the student to participate in school activities; or
 - e. Materially and substantially disrupts the education process or the orderly operation of a school.
- The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:
Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber- bullying offender(s) and the bullying victim(s).

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

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

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or

c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

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

3. 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.

4. 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).

5. 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 homepage of the school /district website

6. 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.

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.

7. 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.

8. 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.

9. 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.

10. 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.

11. OTHER REDRESS

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

12. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.