
BISHOP MCVINNEY SCHOOL

KINDERGARTEN to GRADE 8

Student and Parent Hand Book



BISHOP MCVINNEY SCHOOL
155 Gordon Avenue | Providence, RI 02905
Phone (401) 781-2370 | Fax (401) 785-2618



MISSION STATEMENT

Bishop McVinney is a Roman Catholic, coeducational, Preschool to 8th grade school serving a diverse, urban population. We promote and provide opportunities for spiritual, academic and physical growth in a nurturing environment. We enable students to reach their full individual potential affirming and empowering them to be Disciples of Christ. At Bishop McVinney Regional School, we encourage all to live out the Gospel message to build community, promote peacemaking and inspire leadership and service.

GOALS

The educational program of each child, though similar because of a common nature, nevertheless differs according to the individual's needs, personality, and achievement. The following general goals give an indication of what this school strives to accomplish with reference to the children.

SPIRITUAL AND MORAL DEVELOPMENT OF EACH CHILD

- To encourage the development and growth of a community of people who are bound together by a common goal
- To display an attitude of acceptance and respect of each individual person because of their dignity as a person and a child of God
- To make each child aware of the principles and value of moral life.
- To witness commitment to Christian values and principles in day-to-day life

INTELLECTUAL AND CULTURAL DEVELOPMENT OF EACH CHILD

- To develop knowledge and skills in the language arts, social studies, mathematics and sciences.
- To develop and appreciation for music, art, and literature.
- To expose the child to situations which challenge their creative potential and to allow the free expression of such creativity.
- To promote independence and responsibility for intellectual development to each child.
- To expose each child to the cultural and Christian heritage with which they have been endowed.

PHYSICAL WELL-BEING OF EACH CHILD

- To provide information concerning good health and safety through regular classroom instruction.
- To provide a basic physical education program for all children.
- To provide occasion for physical and social growth of those children whose skills and maturity qualify them for a program of competitive sports.

TUITION AND FEES

In order for the school to operate effectively and maintain high standards, we ask the financial assistance of the parents through tuition in addition to diocesan subsidy. FACTS Grant & Aid applications must be completed for all students wishing to be considered for tuition assistance. Fundraising is an essential element of school finances; EVERY FAMILY is expected to fully cooperate with this effort and attain their annual \$100 fundraising commitment.



Tuition is paid in 10 monthly installments (August 20 – May 20). All payments for tuition, lunch, before/after school care, and other incidentals will be administered through FACTS Online Tuition Management System, and as a Parent or Guardian, you assume full responsibility for on-time payments as agreed to through FACTS.

Delinquent accounts beyond the May 20 deadline will be subject to an additional \$100 late fee. Any families with outstanding tuition at the end of the school year must have that tuition and all applicable late fees paid in full before the new billing cycle to ensure their child has a seat for the new school year. Bishop McVinney School reserves the right to hand delinquent accounts to a collection agency in the event of non-receipt of payment.

Parents and guardians have a responsibility to pay all school fees in a timely manner and to keep the financial commitment agreed upon when registering their children. Parents will be contacted if payments are 30 days late and a conference with the principal and a representative of the Diocese of Providence may be arranged.

HEALTH ROOM

A space is available in the Nurse's Office for students who are ill and wish to lie down. A pass from a teacher is necessary. If a student is ill for more than one class period, their parent will be called and the student will be sent home.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the main office with a parent or designated adult present.

PARENT-CHILD-SCHOOL DISCIPLINE

The moral obligation of training children rests first with the parents. The responsibility of the school is to give extension and broadening to parental training. The teachers in this school are dedicated to finding the best means of guiding and teaching your children, and in this way helping you, the parents.

It is extremely important that a child be thoroughly convinced that his parents stand behind the school and that they will demand an accounting of what the child does in school. Without such an understanding, a child can come to think that home and school are unrelated areas of authority and he soon learns to play one against the other. Our goal is to provide an environment where our students will become caring and responsible people. It is our desire that all those involved (administration, faculty, parents and students) will act in a Christ-like manner which is characterized by fairness and compassion when dealing with others. Our special aim is to help each student develop self-discipline. The primary focus of any disciplinary action, whether at home or at school, should be to guide the student toward more appropriate behavior rather than merely to punish the misbehavior.

- A.) The following are a few examples of "conduct unbecoming a Christian student" which will lead to immediate disciplinary action.
1. Disrespectful language or actions toward others.
 2. Dangerous actions toward others.



3. Possession or use of weapons.
 4. Possession or use of tobacco, alcohol and all other types of drugs.
 5. Failure to follow classroom and/or school rules. (Ex. Gum is not allowed on school premises.)
 6. Vandalism of any kind to any school property.
 7. Any behavior deemed inappropriate by faculty, staff and administration.
 8. Harassment of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.
 9. Engagement in online blogs such as, but not limited to MySpace, Facebook, etc., may result in disciplinary actions if the content of a student's blog includes defamatory comments regarding the school, the faculty, and/or other students.
 10. Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, and/or suspension.
- B.) Attempts to resolve student behavior problems will be handled with utmost care. Steps will be followed to ensure that
- Students are given every opportunity to be heard and are treated fairly.
 - Warnings, discussions, and plans for improvement are formulated with the student. However, repeated disregard for Christian behavior or a very serious violation of school policy will be met immediately with severe consequences.
- C.) Disciplinary actions may include, but will not be limited to the following:
1. Explanation and discussion of misbehavior with teacher and/or principal.
 2. Loss of recess, field trips, or other school privileges.
 3. Cleaning or repairing of things soiled or damaged.
 4. Written note to be sent home and signed by parents/guardians.
 5. Phone call home by teacher and/or principal.
 6. Conference with parents, student, teacher, and/or principal.
 7. Detention --- Student stays after school for minimum of 30 minutes. Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written and/or oral notification of the detention. The date and time of the detention are at the discretion of the teacher who monitors the detention.
 8. Probation --- Student has had a major behavior or academic problems and is expected to do better or more serious actions will be taken.
 9. Suspension --- Student is temporarily excluded from classroom or school for a specified length of time. A parent/guardian/student/principal conference is required before re-admission.
 10. Expulsion --- Student is removed from school and will not be readmitted. Consultation between principal and superintendent before this action is taken.

*** Students who exhibit behavior which is disrespectful of or detrimental to the name of Bishop McViney Regional School or who participate in inappropriate actions or activities which occur on school grounds before, during, or after school hours are subject to suspension or dismissal.



OFF-CAMPUS CONDUCT

The administration of Bishop McVinney Regional School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE OR IMPOSE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HIS/HER DISCRETION.

RESPECT FOR SCHOOL PERSONNEL-- Parents/guardians are held to the same standard as students with regard to respect for school personnel. Enrollment of the child in the school implies a partnership between the school and the parents/guardians/child. If the partnership breaks down, parents/guardians can be required to withdraw the child from the school.

SEXUAL HARASSMENT--- Students have the right to be protected from words or actions which are considered to be forms of sexual harassment. Actions constituting sexual harassment include, but are not limited to, physical contact or use of sexually explicit gestures, writing, pictures, or objects. Such inappropriate behavior will result in disciplinary action which may include suspension or expulsion.

STATEMENT ON VIOLENCE/BULLYING-- Any action by any member of the school community that disrupts the peace of the community is unacceptable. Our mission statement calls for us to "promote peacemaking." Therefore, intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of e-mail, by any member of the school community to any other member of the school community or to an outsider, subject an individual to sanctions by the school including but not limited to suspension, medical/psychological evaluation, and /or exclusion. All threats of violence will be taken seriously. Excuses such as "I was only joking" are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate.

PERSONAL PROPERTY

In general, children are not to bring their personal property to school. The school will not be responsible for lost or broken items. Pagers, iPods, radios, cd players, computer games, laser pointers, trading cards, and various toys are not allowed at school. Cell phones belonging to students must be brought to the office when school begins, and may be picked up at the end of the day. The school is co-tenant of all desks and reserves the right to search desks and personal belongings at any time without notice if there is a reasonable cause for such a search.

REPORT PERIODS

Report Cards are given each trimester. Progress reports are issued between report card periods. Parent-teacher conferences are scheduled at the end of the first two trimesters. However, if at any time you wish to confer with your child's/children's teachers, you are encouraged to call for an appointment.

An honor roll is posted each trimester for those attaining grades which entitles them to First or Second honors. Student of the Month in each classroom are awarded monthly to students exhibiting excellent behavior, attitude, and effort. Awards for scholastic achievement are given at the end of the year.



DRESS CODE

The school has a standard uniform and is conscious that the clothing children wear has a bearing on the students' lives and their external conduct. Parents are asked to cooperate with the school in the following guidelines:

BOYS: KINDERGARTEN – GRADE 3	BOYS: GRADES 4 - 8
Dark Brown or Khaki slacks NO Jeans	Dark Brown or Khaki slacks NO Jeans
Yellow or White shirt, turtleneck or polo shirt	Yellow or White dress shirt and Plaid tie
Black or Brown rubber soled shoes or Black Sneakers	
Hair – no designs, collar-length	
No excessive jewelry	

GIRLS: KINDERGARTEN – GRADE 3	GIRLS: GRADES 4 - 8
Plaid or Khaki jumper	Knee-length Plaid or Khaki skirt
Yellow or White shirt or turtleneck	Yellow or White dress shirt and Dark Brown vest
Dark Brown or Khaki slacks	Dark Brown or Khaki slacks
Dark Brown sweater	Dark Brown sweater
Black or Brown rubber soled shoes or Black Sneakers	
No excessive jewelry or make-up	

PHYSICAL EDUCATION UNIFORM:

Boys and girls are to wear either black or grey sweats and black or grey sneakers.

STUDENT ABSENCES, TARDINESS, AND EARLY DISMISSAL

When a student has been unable to attend school, he/she must, upon return to school, present a written note to their teacher telling the reason for the absence. Parents must call the office **before** 8:30 AM each day their child is absent. A child coming to school late must report to the office before he/she is admitted to class. Any child in grades 4-8 who receives more than 5 unexcused tardy slips will be assigned a half hour detention period. Parents should make a sincere effort to have their children on time for school.

More than 20 days absence and/or excessive tardiness in an academic year may result in repeating the grade and/or attending summer school.

If it is necessary to have your child excused during the school hours, a note should be sent to the Office stating the reason for the early dismissal. Student and guardian must sign out in the School's office. It is very important that the children attend classes regularly in order not to interrupt their learning.



DAILY SCHEDULE

Students report to class:	8:00 AM	Classes begin:	8:00 AM
First Bell:	8:00 AM	Classes end:	2:30 PM
Dismissal Bell:	2:30 PM		

HOMEWORK

All children should have 30 minutes to 90 minutes of study time or homework daily. This does not necessarily have to be written work. Children have word lists, notes from classes, readings or math facts to study. Please do not accept, without checking with the teacher, that a child has no homework consistently.

CELL PHONES

Cell phones and other electronic devices must be turned off and checked in to the main office for safe-keeping, unless otherwise directed by the principal or other faculty member. No child is to have a cell phone on their person during school hours as it creates an undue distraction for students. Parents are reminded that in the event of an emergency, the main office is the appropriate point of contact to ensure that your child is reached in a timely manner.

CARE OF BOOKS AND SCHOOL PROPERTY

Each student is expected to take proper care of the textbooks and workbooks given to them for their use during the year. School desks and other property and equipment are also to be handled with great care.

Books should be covered and not written in to damage the books. Adhesive book covers are not allowed. Textbooks are never to be written in or on. Workbooks, with the approval of the teachers, may be written in and kept by the pupils. Religion books and Bibles contain the Word of God and should be treated respectfully. Students are liable for any damage to school property.

COURTESY

Respect and courtesy should be shown to all. When attending a school or social function the students are expected to conduct themselves with dignity and respect for all.

SCHOOL VISITORS AND TELEPHONE MESSAGES

No parent, unless to perform duty as an aide, may go directly to the classroom during school hours. Forgotten lunches, books, etc. are to be brought to the office and your child will be notified. Classrooms may not be disturbed.

Students may not use the office telephone. Messages will be taken in the school office in case of real necessity. After-school arrangements must be made before the child leaves for school in the morning.

TRANSPORTATION

Students are eligible for Providence School Buses must follow all rules established by the bus drivers and monitors. Any violation of these rules will result in suspension from riding the bus.



Any student not eligible for bus transportation is expected to arrive and leave school promptly.

Any deviation from the normal transportation pattern must be requested in writing and approved by the Principal.

GORDON AVENUE is a designated pedestrian way and only busses and handicapped licensed vehicles will be allowed usage. Please abide by all safety patterns and policies.

FIRE DRILLS/LOCKDOWNS/EVACUATION PROCEDURES

The signal is the repeated ringing of the fire alarm. QUICKLY, QUIETLY and in an ORDERLY MANNER, students will leave by routes indicated in each room. All doors are to be closed before leaving. Silence will be observed so that instructions may be heard. Bishop McVinney School follows all state-mandated lockdown and evacuation procedures.

FIELD TRIPS

Educational field trips are encouraged for all school students. We are fortunate to be in an area so rich in opportunities. Information and permission slips are sent home prior to the planned trip and must be returned to the school at least a day before the scheduled trip. Children who do not return a signed permission slip may not participate. Cultural and educational programs appropriate to the curriculum are the guidelines by which the teachers make their choice of field trips. Students may be denied this privilege if there is a discipline problem.

PROGRAMS

Athletic, cultural and academic programs will be highlighted throughout the year. Extracurricular programs are beneficial to the students and deserve parental support.

BEFORE SCHOOL (6:30 AM-8:00 AM) and AFTERSCHOOL (2:30 PM-5:30 PM) PROGRAMS are available to all students who register for our extended daycare programs. SUMMER childcare and tutorial programs are also offered. Our state licensed daycare program accepts D.H.S. Child care reimbursement. FEDERAL BREAKFAST AND LUNCH PROGRAMS run on all school days. Eligibility for free and reduced price service is in accord with state guidelines.

SCHOOL YARD

Safety is our ultimate concern. Children are required to remain within the fenced area at all times. Running and ball playing without adult supervision is prohibited.

INCLEMENT WEATHER

Parents will receive weather-related information from local radio and RV stations. Our school follows announcements made by the Providence Public School System.

BIRTHDAY CELEBRATIONS

Parents wishing to celebrate their child's birthday in school with their classmates are asked to contact the classroom teacher well in advance. Simple treats are best!



NOTICES AND CALENDAR

Notices, announcements and calendars are sent home with the children frequently. Children's book bags should be checked daily for "forgotten items". Please check the school website frequently for the most up-to-date calendar and announcements. www.bmv-school.org

TECHNOLOGY USE BY STUDENTS

BISHOP MCVINNEY SCHOOL REGULATIONS FOR STUDENT ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Bishop McVinney School provides technology resources to its students and staff for educational and administrative purposes. School technology resources include but are not limited to the intranet, internet access, fax, e-mail, computer programs and telephone. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovations and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. Student use of such resources will be monitored and students have no reasonable expectation of privacy in their use of resources.

Bishop McVinney School fully endorses the use of the internet and related technology resources as educational tools. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all on-line activities is impossible. Therefore, all users who have access to the school's internet and related technology resources are required to adhere to strict ethical and legal guidelines. It is the expectation of the faculty and administration that all students will adhere to the regulation stated below. If Bishop McVinney School users violate any of these provisions, their access via the school may be terminated, and the use of the school's technology resources in the future may be denied. In addition, a student who violates these guidelines will be subject to disciplinary action up to and including suspension/expulsion from school.

Bishop McVinney School recognizes that parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information resources. We encourage parents and guardians to enforce the same standards when their child uses their home computer. If a student's behavior on social media forums outside the school, on their personal devices, may still result in discipline by the school if such conduct reflects poorly on the school or harasses other students.

STUDENT COMPLIANCE AGREEMENT

I understand that access to the internet and related technology resources from Bishop McVinney School must be in support of education and research, and I agree to the following:

- I will refrain from accessing any news group, links, list-servers or other areas of cyberspace that would be offensive to any students, teachers or parents due to racial, ethnic or minority disparagement, or pornographic, violent, illicit or illegal content.
- I understand that I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed or received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will close out of such materials immediately or, if the system will not allow me to close out of the materials, shut off the monitor and notify the supervising teacher.
- I accept responsibility for keeping copyrighted software from entering the school via the internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.
- I understand that plagiarism is unacceptable and accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.
- I will be courteous and use appropriate language, refraining from swearing or using any forms of obscene, harassing or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the



supervising teacher or principal. If another user asks that I no longer communicate via email, I will stop all contact immediately.

- I will not reveal personal information including addresses (home/email) and phone numbers of others or myself.
- I will not lend any assigned user accounts or passwords to others.
- I understand that system operators and the administration will have access to all user accounts.

I understand that access to the school technology resources is not private and that the school will monitor my activity on any of those resources including the computer system, email and files but not limited to these particular resources. I further understand that my responsibility regarding technology and social media can extend to my out-of-school conduct on non-school electronic devices.

I have read and discussed with my parent/guardian the regulation for the school's technology resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension, revocation of system access or other discipline. I also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accord with the code and that appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

(If student is too young to read the Regulations on Student Acceptable Use of the school technology resources, the parent/guardian is asked to provide assistance.)

Student Name _____ Grade: _____

Student's Signature _____ Date: _____

PARENT/GUARDIAN ACCEPTABLE USE CONSENT FORM

I have read and agree to the school's regulations for the use of the school's technology resources and have discussed them with my child. In consideration of the privilege of my child using the school's electronic communications system (including but not limited to internet/intranet access, fax, e-mail, computer programs, and telephone), and in consideration of the privilege of having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations. I understand that my child could still have obligations to the school when using technology outside of the school.

I give permission for my child, _____ to participate in the school's electronic communications system, including the internet, and certify that the information contained on this form is correct.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____



STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY
Effective: June 30, 2012

INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

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).

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.

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.

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 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.

REPORT FORM (SAMPLE)

(Bullying and/or Cyberbullying)

Name: _____ Student ID: _____ Grade: _____

Date: _____ Time: _____ School: _____

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident: _____

When and where did it happen? _____

Were there any witnesses? [] yes [] no If yes, who? _____

Other information, including previous incidents or threats:

Student or parent declines to complete this form: Initial: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

This document shall remain confidential



HANDBOOK/TECHNOLOGY USE/MEDIA CONSENT FORM

PRINT Student Name: _____ Grade: _____

PRINT Parent/Guardian's Name: _____

****ALL FIELDS MUST BE COMPLETED BELOW****

HANDBOOK RECEIPT & ACKNOWLEDGMENT

I have access to the student/parent handbook and statewide bullying policy that is available electronically at www.bmv-school.org/handbook and as a hard copy in the main office of the school. I fully understand that it is my responsibility to read and comply with the policies contained in the handbook and statewide bullying policy and any revisions made to it.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

ACCEPTABLE TECHNOLOGY USE AGREEMENT

I understand that access to the internet and related technology resources at Bishop McVinney School must be in support of education and research, and I agree to comply with the policies contained in the handbook as they refer to school technology, computer usage, cell phone usage, and social media conduct IN and OUTSIDE of the school.

Student's Signature: _____ Date: _____

I have read and agree to Bishop McVinney School's standards for use of its technology resources, and have discussed them with my child. I understand that my child may be held accountable to the school for online behavior and social media conduct when using technology outside of the school.

Parent/Guardian's Signature: _____ Date: _____

PHOTO / MEDIA CONSENT

- I give permission for my child to be photographed and interviewed, and permission to have my child's name used. Only first name will be used on a school or district webpage if a photograph of that student is also displayed on the webpage.
- I give permission for my child to be photographed, but do not want my child's name used.
- I do not want my child photographed or interviewed and do not want his or her name used.

I understand and agree that information may be published and distributed for up to three years from the date below.

Parent/Guardian's Signature: _____ Date: _____