

# **TIVERTON HIGH SCHOOL**

## **HANDBOOK**



**2017-2018**

## Letter from the Principal

### To the Parents/Guardians of Tiverton High School:

The Tiverton High School handbook outlines the policies, procedures, and practices of Tiverton High School. I ask you to take a few minutes to review the Table of Contents and, in particular the guidance section which defines our school expectations and community service requirements, amongst other topics. As the parent, you know your child best and I look forward to working together to ensure your child has a successful learning experience. Parents/guardians of grade nine students are requested to sign school handbooks upon receiving them.

### To the Students of Tiverton High School:

The teachers, faculty, staff, and school leaders welcome you to Tiverton High School! Tiverton High school's Core Values describe our collective beliefs that all students will learn and succeed. Our 21<sup>st</sup> century academic, social, and civic expectations outline the critical skills and knowledge you will have learned by the time you graduate from Tiverton High School. You will find those skills and expectations spelled out in the first few pages of this handbook. This handbook is designed to ensure you enter Tiverton High School ready to learn, grow, and develop healthy, lasting relationships, so we ask you to take the time to review it and become familiar with not only how to find your locker or mid-year and final exams, but the important rules and guidelines all students and staff follow to ensure Tiverton High School remains a safe, respectful learning environment.

Sincerely,

Christopher J. Ashley  
Principal

#### TIVERTON SCHOOL COMMITTEE

Dr. Jerome Larkin, Chairperson  
Mrs. Sally Black, Vice-Chairperson  
Mrs. Diane Farnworth  
Mrs. Deborah Pallasch  
Mrs. Elaine Pavao

#### SUPERINTENDENT OF SCHOOLS

Mr. William Rearick

#### ASSISTANT SUPERINTENDENT

Mrs. Amy Donnelly-Roche

#### DIRECTOR OF BUSINESS AND FINANCE

Mr. Douglas Fiore

Tiverton School Department  
100 North Brayton Road - Rear  
Tiverton, RI 02878  
Office: 624-8475

#### HIGH SCHOOL ADMINISTRATORS

Mr. Christopher Ashley, Principal  
TBD, Assistant Principal

#### TIVERTON HIGH SCHOOL

100 North Brayton Road  
Tiverton, RI 02878

Main Office: 624-8494  
Guidance Office: 624-6621

This School Handbook belongs to:

Name \_\_\_\_\_  
Student No. \_\_\_\_\_ Homeroom No. \_\_\_\_\_

Parent Signature \_\_\_\_\_

*The Tiverton School Department does not discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations.*

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## **Policy of Non-Discrimination**

The Tiverton School Department shall not discriminate in admissions treatment or access to educational programs, activities, and facilities or in regard to employment opportunities on the basis of sex, sexual orientation, and gender identity or expression as required by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Rhode Island General Law 28-5.1, Equal Opportunity and Affirmative Action.

Inquiries regarding activities relating to ensuring nondiscrimination should be directed to:

Curriculum Coordinator  
Title IX Officer  
Tiverton Administration Office  
100 N. Brayton Road  
Tiverton, RI 02878  
Telephone: 401-624-8475

### **Section 504 of the Rehabilitation Act:**

Section 504 of the Rehabilitation Act of 1973 is Congress' directive to any organization to eliminate discrimination based on disability from all aspects of school operation. It states: "*No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving Federal financial assistance.*" Since the Tiverton School Department receives federal dollars, we are required to provide eligible disabled students with equal access (both physical and academic) to services, programs, and activities offered by our schools. Information on the process for reviewing Section 504 eligibility is available in each school building as well as parents' rights. Parents have a right to file a complaint with the district if they feel their child's rights have been violated. Forms for filing a complaint and additional information on the process for addressing Section 504 parent complaints are available in each school office.

Inquiries or complaints regarding Section 504 should be directed to Tiverton High School to the attention one of the following persons:

Christopher Ashley, Principal (401) 624-8494  
TBD, Assistant Principal (401) 624-8494

### **Benefits for Integrating Students**

There are many reasons to provide opportunities for students with disabilities to learn and socialize with their non-disabled peers. Integrating students is beneficial for all students, as well as their parents and teachers.

Providing positive experiences in integrated educational settings allows non-disabled students and adults to learn about disabilities and to become more accepting of individuals who are disabled. Students with disabilities have the opportunity to develop their full potential and to become an integral part of society. Therefore, integration expands and enhances the personal experiences of students, parents, and teachers.

### **Non-Disabled Students**

Through positive interactions with students with disabilities, non-disabled students become more sensitive to the needs of others. They will learn to appreciate individual differences at an early age and bring these values home. In integrated settings, non-disabled students may have more chances to become leaders and teachers, thereby increasing their self-confidence. The students also have the opportunity to form friendships with students who are disabled, and maintain these relationships throughout life.

### **Students with Disabilities**

When students with disabilities are educated with their non-disabled peers they learn age-appropriate social skills by imitating non-disabled students. Integrated settings provide a challenging environment for the student who is disabled. Therefore the students learn more independent and developmentally advanced skills. Also, by being with non-disabled students, the student who is disabled may develop a more positive self image by having the opportunity to do what other students do. Special education teachers, occupational therapists, physical therapists, and speech pathologists provide services in the school and all students may benefit from this support.

Successful integration is a team approach involving parents, students, teachers, and support staff. They shape the emotional and social climate of a classroom. An appreciation of the value and uniqueness of every student will help make integration a positive experience.

## Policy on Harassment

### **GENERAL STATEMENT OF POLICY**

The Tiverton School Department is committed to equal employment and educational opportunity for all employees and applicants, students, parents, and members of the school community, including those parties who are contracted to perform work for the Tiverton Public Schools, without unlawful regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. Members of the school community include the school committee, administrations, faculty, staff, students, and volunteers working in the schools, while they work and study subject to school authorities.

The Tiverton School Department is also committed to maintaining a school and work environment free of harassment based on race, color, religion, national origin, age, sex, sexual orientation, or disability. The Tiverton School Department expects all employees and other members of the school community to conduct themselves in an appropriate and professional manner, with respect and concern for their colleagues and students.

Harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, and gender identity or expression for any reason or in any form is prohibited and will not be tolerated.

The Tiverton School Department will act to investigate all complaints of harassment, either formal or informal, verbal or written, and to discipline any student or employee who harasses a student or employee of the District.

### **HARASSMENT DEFINED**

Harassment includes verbal or physical conduct which may or does unreasonably offend, denigrate, or belittle an individual because of any of the characteristics described above. Such conduct includes, but is not limited to, unsolicited remarks, jokes, comments, innuendoes, gestures, or physical contact; or the display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or disabled individuals or groups.

### **III. SEXUAL HARASSMENT DEFINED**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may also include explicit sexual proposition, sexual innuendo, suggestive comments, sexually-oriented kidding or teasing, practical jokes, jokes about gender, specific traits, foul or obscene language or gestures, display of offensive or obscene printed or visual material and physical conduct which intrudes upon the privacy of another's body.

### **REPORTING PROCEDURES AND SANCTIONS**

Anyone who believes that this policy statement has been violated should follow procedures set forth in Tiverton School Department's PROCEDURES FOR RESOLVING COMPLAINTS OF HARASSMENT\*. An investigation will be conducted in a timely fashion with appropriate attention to the legitimate interests of any individual against who a complaint has been lodged. Following the investigation, such action as is deemed appropriate will be taken.

Any employee or member of the school community found to have engaged in harassment shall be subject to sanctions, including, but not limited to: warning, suspension, or termination. Any attempt by an employee or a student to retaliate against a person who makes, or provides information regarding a claim of harassment is also strictly prohibited. No one will be reprimanded or punished in any way for initiating a good faith inquiry or complaint.

Any School Department action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Rhode Island statutes, regulations, and policies of the Tiverton School Department.

\* Copies available in the Tiverton School Department Policy Manual in every school office, and in the Central Office,

## **MISSION AND EXPECTATIONS FOR STUDENT LEARNING AND ACADEMIC EXPECTATIONS STATEMENT**

### **Tiverton High School will, for all students:**

1. provide a safe and respectful environment.
2. provide multiple, challenging, and purposeful learning opportunities.
3. provide and promote a partnership with families and the community.
4. promote good citizenship with a global perspective.

### **Academic Expectations:**

Students will :

1. be able to read, write, and communicate effectively.
2. use technology to research, communicate, and solve problems effectively and ethically.
3. demonstrate proficiency in visual/performing arts and technology.
4. be able to analyze, interpret, and evaluate information critically.
5. solve problems independently and collaboratively.
6. demonstrate knowledge of subject matter through a variety of common course assessments.

### **Social Expectations:**

Students will:

1. demonstrate respect for themselves, others, and the community.
2. work cooperatively in a personalized environment.
3. be encouraged to live healthy lifestyles.

### **Civic Expectations:**

Students will:

1. complete seventy five hours of community service.
2. demonstrate good practices that result in protecting and sustaining the environment.
3. be open to appreciate multiple viewpoints in order to understand people, issues, and events.
4. demonstrate knowledge of rights, responsibilities, and privileges of citizens in a democratic society.

## **GUIDANCE DEPARTMENT**

Students will make appointments with their Guidance Counselors to discuss and deal with matters concerning their academic program, career plans and personal problems.

Our counselors are trained to help you with your educational and personal welfare. You should avail yourselves of their assistance. Counselors will routinely call students in for individual conferences and will meet with them in large and small groups throughout the year for purposes of testing and career education.

To make an appointment with your counselor, come to the Guidance Office before school, after school, during lunch, and study halls to fill out a request for an appointment.

Within two days, your counselor will send a pass to you via your homeroom teacher. You should show the pass to your teacher whose class you are scheduled for at the assigned time, then immediately report to the Guidance Office.

If you cannot keep the appointed time, you must go to the Guidance Office to inform your counselor and to have the appointment re-scheduled.

The counselors are specially trained to assist students to realize their full potential. Depending on needs, the individual counselor can help students:

- . Assess strengths and challenges,
- . Make decisions about life,
- . Develop positive attitudes,
- . Choose the appropriate academic courses,
- . Help solve problems,
- . Discover talents and abilities,
- . Find a job,
- . Design an educational plan,
- . Decide on a career path,

- . Increase self-understanding, and
- . Coordinate when applicable with outside social service agencies and institutions.

Counselors will routinely and for specific purposes call students to their offices for conferences. Students are encouraged to make appointments with their counselors if they have questions or problems or wish to discuss career plans. Each student will be seen by his/her counselor a minimum of one time per year.

Appointments for college visits or to meet with college representatives at the school must be completed and submitted 3 days prior to the visit or meeting. Students may be limited to the number of college visits they may attend, so they should choose wisely.

## **HONOR ROLL**

### **GENERAL RULES:**

- A student cannot be placed on an honor roll if he/she has a "C", "D" or an "F" in any subject major or minor.
- A student cannot be placed on an honor roll if he/she has an incomplete grade after the two-week make-up period.
- A student must carry a minimum of four major subjects.
- Honors will be based upon the grades earned for each quarter, not accumulative.
- All subjects will count toward honors tabulation.
- First Honors: All A's – Second Honors: A's & B's.

## **NATIONAL HONOR SOCIETY**

Seniors who have maintained a 3.5 cumulative grade point average are eligible for National Honor Society Membership. The entire faculty, along with a special committee, judges each student on four basic traits which determine election to that society: Character, Citizenship, Service and Leadership. Selection process information may be obtained from the principal or from the National Honor Society Advisor.

## **TRANSFER AND WITHDRAWAL**

A parent must come to school for a student's transfer or withdrawal. Please report to the Guidance Office.

## **INTERIM REPORTS (WARNING NOTICES)**

Interim reports will be sent when the teacher feels parents should be advised of their child's poor academic standing. Interim reports should be signed by parents and returned to teachers. Students will be asked to sign this report to indicate they received it.

## **CLASS RANK & WEIGHTED GRADES**

There are three levels of instruction in the curriculum. Tiverton High School uses a 4.0 scale for determining class rank. Class rank is calculated at the end of the junior year and in the middle of the senior year (Seventh semester). Advanced Placement and Honors courses are weighted differently than college preparatory courses. Students enrolled in Advanced Placement courses have increased curriculum rigor and are expected to take the AP exam in May. The weight for AP courses will be greater than that of Level 1 Honors effective for the Class of 2014. (Weighted Charts are available to be reviewed with your guidance counselor.)

This brief explanation is given to assist in understanding how class rank is determined. Students should always choose courses that meet their academic needs and abilities. Questions on this matter should be directed to the student's guidance counselor or department chairperson.

## **DESCRIPTION OF LEVELS OF COURSES**

AP      Advanced Placement courses are designed to allow students to learn material at a college level. Students who are enrolled in these courses will be given an opportunity to earn college credit and are expected to participate in Advanced Placement Testing.

Honors courses offer in-depth study of subject matter on a highly competitive level. These are some of the most challenging courses in the curriculum.

College Preparatory courses offer a comprehensive study of the subject matter and prepare student for college and career.

## **COLLEGE LEVEL TRANSITIONAL PROGRAMS**

### **Advanced Placement Courses (AP)**

Students enrolled in advanced placement courses have an opportunity to earn college credit while in high school. Advanced placement courses are designed to academically challenge the students. Homework averages approximately two hours per night.

### **Early Enrollment Program (EEP)**

In addition to the AP course offerings, Tiverton High School provides college level courses in conjunction with Rhode Island College. Students who successfully complete these courses have the option of enrolling with Rhode Island College (tuition to be paid by the student) and receiving college credit. Ask your counselor for the names of universities and colleges that recognize and accept EEP credit. Students who take these courses will receive Advanced Placement credit.

### **Dual and Concurrent Enrollment**

Under certain circumstances, students are allowed to take college courses and earn both college and high school credit. For example, Bristol Community College offers qualified students a variety of college level courses such as Tech Prep. Ask your counselor to explain the requirements and procedures for enrolling in Bristol Community College courses as well as courses offered by other local institutions of higher learning.

### **Early Graduation**

Students are sometimes permitted to graduate from Tiverton High School in less than four years. Students considering this option must apply to the principal by April 1<sup>st</sup> of the sophomore year. Approval is given on an individual basis. See your counselor for more information.

## **POLICY ON CHANGING COURSE REQUESTS**

Generally, once you and your parents have made your selections and your counselor has agreed to them, change is not permitted. This is especially true after the close of school in June. Thereafter, course changes will be permitted only for reasons which will be determined by the counselor, department chairperson, and ultimately the principal.

## **REQUESTS FOR COURSE CHANGES WILL NOT BE CONSIDERED AFTER THE FIRST TWO WEEKS OF THE FIRST MARKING PERIOD.**

However, levels of a course may be changed throughout the year with the permission of the department chairperson or coordinator, counselor, and principal.

## **HOMEWORK POLICY**

It is the school's philosophy that homework plays an integral role in every student's education. Every student should expect to have homework assigned to him or her during the course of the year. At the beginning of each year, teachers will review their homework policies with their students. Teachers are also required to post their homework requirements in their classrooms. Homework can be counted up to 10% of a student's grade.

## **INDEPENDENT STUDY**

Independent Study may be arranged with a teacher in any department or area. Teacher participation in this activity is voluntary. The student must submit a written plan. The specifics of this plan must be approved by the department chairperson or area coordinator and by the principal.

## **SUMMER SCHOOL**

Students are permitted to attend summer school to make up failures only. There are specific criteria that must be met before permission will be granted for a student to attend summer school (including a minimum grade of 50 in his/her regular course earned during the school year). Students wishing to attend summer school should obtain the Failure Make-up Criteria form available in the Guidance Office. This form must be completed and returned to the Guidance Office prior to the last day of the school year. Please note department chair and teacher permission is required.

If a student receives a summer school grade of 65 or better, the student will have his/her failing grade changed to a D. If a student earns a 79 or better, he/she will have a C- transferred to his/her record. Credits issued will be equal to those of the course that was failed. The maximum number of courses that may be taken during one summer session is two. Also, students will not be allowed to take two English courses per year until the beginning of their senior year. Students who are denied courses may appeal to the principal.

## **COMMUNITY SERVICE GRADUATION REQUIREMENT**

All students must successfully complete a total of 75 hours of community service, annual workshops, and assignments, and a final senior reflection paper in order to meet this graduation requirement.

Freshmen, sophomores, and juniors may be credited for up to 60 hours of service prior to their senior year. All other hours completed will be credited towards scholarships and awards. High school transfer students must complete 18.75 hours for each full year or 18.75 prorated for a partial year. Mandatory service performed for an organization outside of the school's program will be accepted at half the total amount hours performed. It is recommended that students average 18.75 hours of community service per year in order to stay on track for graduation. All seniors must have 50 hours of community service credited to them by the beginning of their senior year to be eligible for placement into senior lounge.

## **INDIVIDUAL LEARNING PLAN**

An individual learning plan, used by each student to map his or her high school education journey, is provided with the Program of Studies booklet. In cooperation with a parent or guardian, as well as the counselor and advisor, each student must design his or her education plan for the next four

years of high school. To be used to prepare for life after high school, the plan must be signed by the parent or guardian as well as the student's guidance counselor. This plan will be modified each year as the student adjusts his or her life goals.

### VISITORS

All visitors to the school are to report to the main office and receive a pass. Admission to the school is based on the approval of the High School Principal or designee. Students from another school who wish to spend the day here before transferring should apply to the Main Office with a note from their parents to be approved by the High School Principal. This approval should be received by the parents 3 days prior to the student's visitation. The parents of Tiverton High School students are always welcome at Tiverton High School.

### WORK PERMITS

Students can obtain work permits in the Main Office. This permit is good for a job in **RHODE ISLAND ONLY**. Students who want a permit for a Massachusetts job must obtain the permit from the school system where the place of employment is located. Students should bring proof of birth date when applying for a work permit.

### BUSSES

It is extremely important for students to bear in mind that safety regulations are necessary in moving vehicles. School busses have the right of way. All traffic must yield. When students arrive to school, they are required to report to the cafeteria/commons area. In the afternoon, students should wait under the bus port until the bus comes to a complete halt. The bus area is not for public use while busses are being loaded or unloaded. Parents, relatives and friends should be so advised. School rules apply on busses. The school bus driveway, which is entered from Brayton Road, is one-way between the hours of 6:45 A.M. and 8:00 A.M. and 1:30 P.M. and 2:15 P.M. **NO PARKING** is allowed in the driveway during these times.

The Tiverton School Committee has authorized the superintendent to activate video recording cameras on transportation vehicles in order to record student and/or employee conduct and behavior. These recordings may be used to determine if a student and/or employee would be subject to disciplinary action. Recordings may be activated without prior notification to the students and/or employees.

### ASSEMBLIES

Assembly programs are part of the regular activities of the school. Students are expected to be courteous and attentive. Classes shall pass to and from the assembly quickly and in an orderly manner. Students report to class before going to assembly, and sit in assigned sections according to the auditorium plan.

### FIELD TRIPS/CLASS TRIPS

Field Trips/Class Trips are extensions of the classroom. All field trips/class trips that are planned during the school day have sound educational value and are relevant to school. Proper planning is needed to provide a safe educational experience with minimal impact on the remained of the school. It is the expectation that all students have written permission from a parent or guardian prior to the date of the field trip/class trip. Students will not be added to the field trip list on the day of the field trip. Students must take school provided transportation of field trips (including the senior class trip).

### NURSE

**ILLNESS** – Students who wish to be dismissed because of illness are to report to the nurse's office with a pass from their classroom teacher. If it is determined that dismissal is needed, then the parent/designee will be notified by the school nurse.

Injuries in school are to be reported immediately to the nurse or to the main office. In the case of Physical Education injuries, the student should report to the Physical Education teacher.

Parents/Guardians are advised to give medication at home on a schedule other than school hours. If it is necessary for the student to receive medication during school hours, adherence to school regulations required. This medication procedure has been developed per Rules and Regulations for School Health Programs (RI6-21-SCHO).

1. All medications shall be stored in their original prescription-labeled containers.
2. A licensed health care prescriber's written order shall be provided for ALL prescriptions and over-the-counter medications.
3. A parent/guardian authorization shall be obtained and verified by the school nurse-teacher.
4. For the safety of students, it is recommended that all medications be transported to school by a parent/guardian. In special circumstances it may be necessary for the parent/guardian to contact the school nurse-teacher for an alternate medication transport procedure.
5. A certified school nurse-teacher shall administer medication to students. No layperson other than a parent/guardian shall administer medication in school. Medication, including inhalers and Epipens may be self carried (excluded elementary students) and self administered with agreement of the physician, school nurse-teacher and parent/guardian. **In the school setting, no controlled substances shall be in the possession or administered by anyone other than the school nurse-teacher or parent/guardian of the student for whom the medication has been prescribed.**
6. In the event of an off-site school sponsored activity, a child may self-carry (excludes elementary) and self administer medication with the agreement of the physician, school nurse-teacher, and parent/guardian. **On the day of the field trip, one school day's supply shall be provided by the parent/guardian and stored and transported in its original prescription-labeled container.**
7. A student shall be prohibited from sharing, transferring, or in any way diverting his/her medication to any other person.

**PARENTS ARE REMINDED THAT THIS PROCEDURE HAS BEEN DEVELOPED IN ACCORDANCE WITH THE STATE REGULATIONS. NO MEDICATION SHALL BE DISPENSED WITHOUT FOLLOWING THIS PROCEDURE.**

The school nurse-teacher at Tiverton High School has written standing orders from the School Physician to administer acetaminophen (generic Tylenol) or Advil during the school day. Written permission must be on file for this to be given. The permission forms will be filled out for incoming 9<sup>th</sup> graders at THS and all new students to the school. This permission remains in effect for all 4 years while attending THS. Any student requesting 4 or more doses per month will need to obtain a written doctor's order for this medication. If there are any questions, please call the Nurse's office at 401-624-8494 ext. 254.

#### **CAFETERIA**

The cafeteria, besides being a lunchroom, is also a place where positive (good) human relations are developed. Students are expected to practice the general rules of good manners by exhibiting proper (good) dining standards at the table; leaving the table and surrounding area clean and orderly; replacing chairs; and placing recycling and trash in the proper containers. Students violating these rules may be assigned seats in the cafeteria, an alternate location, or be assigned to help clean up after lunch. **All food and drink is to be consumed only in the cafeteria.**

#### **LOST AND FOUND**

Items lost or stolen should be reported to the Main Office immediately. Give all pertinent data to make identification easier. Items found should be turned in at the office.

#### **FIRE DRILLS**

State Law requires fifteen fire drills per year. Drill instructions will be found in each room. Exits are clearly marked. When the alarm sounds, move quickly and quietly out the proper exit. It is important that students move away from the building and not block exits or roads. During "EMERGENCY DRILLS", students will assemble in designated areas with their classroom teachers.

The high school will also practice drills to respond to possible lockdown necessity, school caution, and evacuation. These drills are extremely important for continued school safety and security. Student compliance is expected and mandated by the administration, school resource officer, and our local police and fire departments.

#### **LOCKERS**

Each student is assigned a locker and combination lock for the convenience of the student. The locker is not to be considered personal property. Being school property, the student is responsible for a clean locker, keeping it locked, and reporting any maintenance issues to their homeroom teacher or the main office immediately. The administration reserves the right to inspect and search lockers.

#### **EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to join and participate in our extra-curricular activities: Baseball, Basketball, Cross Country, Field Hockey, Football, Golf, Ice Hockey, Soccer, Softball, Tennis, Lacrosse, and Volleyball. Clubs include Academic Decathlon, Anime Club, Becca's Closet, Book Club, Cheering, Cyber Patriots, Dance Squad, Drama, Future Business Leaders of America, Gay Straight Alliance, Hiking Club, Global Society, Mock Trial, Model UN, Math Team, Newspaper, Peer Helping Network, Portuguese Club, Readers' Forum, RIHOPE, Rubiks Cube, Salsa Club (Spanish), Ski Club, Student Council, Tiger Pride, Yearbook and Youth Activation Committee.

Interested students, provided they seek the principal's approval and obtain a faculty sponsor, can form new clubs or activities.

All school sponsored activities, functions, and field trips are a privilege extended to students in good standing. The administration reserves the right to exclude any student from these privileges who violates school rules and/or regulations. While on school-sponsored field trips, each student is bound by the school's code of conduct. If a student violates the school's code of conduct then he/she will be punished accordingly upon their return to school. Any student who is caught violating the law will be referred to the local law enforcement authorities. Any student who violated the school code of conduct may be suspended from extra-curricular activity(s) and/or end of the year activities.

#### **LAVATORY PRIVILEGES**

Students will be allowed to use the lavatories during passing time at specified times. The lavatories near the English area on the main floor are open throughout the day except for lunch periods. Commons area lavatories are open during the lunch periods.

Students with medical conditions that require frequent lavatory use are to bring a note from their physician to the school nurse. They will then be issued a laminated "Lavatory Pass for Medical Reasons" which allows the student to use the nurse's lav when needed.

#### **MID-YEAR AND FINAL EXAMS**

Mid-year and Final Exams will be given in all subject areas. Mid-year Exams are held in January and Final Exams are held in June. Mid-Year and Exam grades will each count for 10% of the final grade. Final Exam grades will consist of a second semester applied learning task and end of year exam for a total of 10% of the final grade. Each quarterly grade counts as 20% of the final grade. Parent/Guardian must contact school by noon on the day of the exam if student is not present. A zero on an exam is issued to any student who is absent without parental contact. Parents may contact the school if they have questions pertaining to their child's grades.

## ATTENDANCE POLICY

It is the belief of the staff of Tiverton High School that consistent and regular attendance at school is a critical and integral part of the educational process. The benefits of education are significantly diminished when students are absent from class. In addition to the academic benefits, consistent attendance reinforces habits of personal responsibility and organization.

Some absences are unavoidable; however, school attendance needs to be a priority for all students and their families. To this end the following policy has been developed.

## REGULATIONS

According to state law, high schools are required to hold school for 180 days each year. This implies that every student must attend school. Rhode Island school law now mandates that all children remain enrolled in schools up to age seventeen.

If a student is absent, it is expected that the student's parent/guardian will telephone the school at 624-8494 between 7:30-9:00 A.M. to report the absence. A 24 hour voice system for attendance is available for parent/guardian convenience. A written excuse must be turned into the main office within three school days. If no call is received, a person from the school may notify the parent that the child is absent.

Students who are absent (unexcused) or suspended from school (OSS) will not be allowed to participate in after school activities during the time of the suspension.

In all cases of absence, it is the student's responsibility to keep abreast of the schoolwork and make up what he or she missed. Parents may call the Guidance Office at 624-6621 to have homework sent home. One day advance notice must be given to receive assignments. Students with a long-term illness are entitled to tutoring services.

### Rationale:

- A. Regular attendance is expected and encouraged.
- B. Excessive absenteeism  
(15 consecutive days) may result in a referral to the court for non-compliance with the State of Rhode Island's Attendance Policy.
- C. Truancy  
With the first incident of truancy, the parent is contacted immediately and the student is given one day of Alternative Program Placement (APP). From the second incident of truancy up to the 5<sup>th</sup> a student will receive a minimum of two days APP and the parent will be contacted and requested to come into school. Upon the sixth incident, a student may be suspended from school (OSS) for up to 10 days and referred to the Superintendent and School Board for possible expulsion.
- D. Excused Absences  
Following are the reasons a student may be excused from school. All excused absences must be verified in writing within five school days in order to be validated.
  1. Bereavement (note from parent with obituary and/or prayer card)
  2. Hospitalization (note from doctor)
  3. School sponsored trip (note from office)
  4. Court or legal commitment (note from lawyer/court officer)
  5. Obligatory religious holidays (note from parent)
  6. Extended illness (note from doctor)
  7. College visitations (approved by the Guidance Office (1 visit in junior year – 3 visits in senior year)
  8. Approved Senior Project Mentoring (one day)
  9. In the case of extenuating circumstances, the principal must be contacted for approval.
- E. Unexcused Absences

### **IF A STUDENT IS ABSENT (NON-EXCUSED) FROM CLASS/SCHOOL FOR MORE THAN 18 Days HE/SHE WILL LOSE CREDIT IN THE COURSE.**

If a student loses credit for the year, the report card will be marked NO CREDIT. A parent appeal conference can be scheduled to review the matter. Students who are assigned to a project by the office will not be considered absent. Students assigned In-School Remediation will be considered present. Students suspended out of school will be considered absent (excused).

#### Notification

1. When a student has accumulated 9 days of unexcused absences from school, the Main Office will mail a Warning Letter home.
2. When a student has accumulated more than 18 days of unexcused absences from school the attendance officer will contact the parent with a Denial Letter detailing the penalty for being absent more than 18 days. The penalty is as follows:  
Students who have violated the attendance policy but are passing all their courses will be required to take and pass a pre-approved college summer course in order to get credit for the school year.

Students, who fail no more than 2 courses and violated the attendance policy, will be required to attend summer school and if they pass the course(s) then they will receive credit for the school year.  
If a student does not meet the summer school criteria (minimum grade of 50), and in addition has violated the attendance policy, no credit will be given for the school year.

#### Appeals Process

Step 1. Parents may appeal the loss of credit to the:

- a. Principal of the High School.
- b. A letter requesting an appeal should be sent to the Principal within 10 school days after the Loss of Credit Letter is received.
- c. The Principal will then contact the parent to discuss the appeal.
- d. The parents will be notified in writing of the decision.
- e.

Step 2. Parents can appeal any decision to the superintendent.

Step 3. The parent may appeal the Superintendent's decision to the School Committee.

Students on in-school suspension will be considered present.

Students suspended out of school will be considered absent (excused).

Tardy students who miss more than half of a class will be considered absent for that class. (Example: students who sign into school at 8:10 a.m. will be considered absent from period 1.)

Family vacations are considered **unexcused absences**. Students whose parents take vacations while school is in session, must notify the office in writing ONE-WEEK BEFORE VACATION. Students must comply with attendance policy.

### State Assessment Performance Policy

The Tiverton School Department strongly supports the Department of Education's attempt to improve student achievement by requiring students to take annual assessment exams in Math, Language Arts, Reading, and Science. Student attendance is expected on test dates. Students who are absent are required to make up missed assessment sections requiring loss of future academic class time. In an attempt to improve student achievement at the high school level on the state assessment exams the School Committee supports the following state-sponsored SAT(juniors), PSAT (sophomores) and Next Generation Science Assessment.

1. All state assessment results shall be included on student transcripts.
2. Every incoming ninth grader who failed to meet the Language Arts and/ or Math will be identified and will be eligible for literacy and math support classes.

## GENERAL INFORMATION

### HEALTH INFORMATION

Student health information is protected under the Health Insurance Portability and Accountability Act (HIPPA). These regulations require that our schools store health records in secure locations (locked file cabinets) with restricted access. This also applies to information stored on our computers, which is protected by several district passwords and accessible to only our school nurses.

Student health information is highly confidential and shared only with staff members who work directly with your child. Your written consent will be required in situations where it is necessary to share your child's medical records with anyone other than school personnel. Please list your child's specific medical concerns in the space provided below, as well as the name and account number of your medical insurance.

Medical Concerns:

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Please indicate below, the school personnel you wish to be made aware of your child's medical concerns so that we may provide the care and services necessary to maintain the health and safety of your child. My child's health information may be shared with the following:  
\_\_\_ Classroom teachers \_\_\_ School secretary \_\_\_ Teacher assistants \_\_\_ Bus Drivers / monitors \_\_\_ All building teachers \_\_\_ Building administrators \_\_\_ Cafeteria / recess assistants

Medical Insurance:

Name of Provider: \_\_\_\_\_ Account Number: \_\_\_\_\_

### STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) requires that school districts designate certain types of student information as student "Directory Information" that can be disclosed without parents' prior consent. This information is considered to be general information that would not be harmful or invasive if disclosed in school publications, such as school and district newsletters, yearbooks, the Tiverton Public Schools website <http://www.tivschools.com>, and to newspaper and television media.

The Tiverton School Department has designated the following as student "Directory Information" that may be disclosed in school publications and to newspaper and television media:

*Student Name	*Participation in School Activities and Sports	
*Photograph	*Weight and Height of students on high school sports teams	
*School Student Attends	*Honors and Awards Received	
*Grade Level	*Major Field of Study	*Dates of Attendance

Additional "Directory Information" that may be released to military recruiters or institutions of higher education: \*Address \* Telephone listing \*E-mail \*Date and place of birth

If you do not want the Tiverton School Department to disclose any of the above Directory Information or information to military recruiters, without your prior consent, you must sign the **PARENTAL REQUEST FOR NON-DISCLOSURE OF STUDENT INFORMATION FORM**. This form is available in the Main Office, Guidance Office or downloaded from [www.tivschools.com](http://www.tivschools.com).

### Dress Code

Smart casual dress is appropriate for school. Any article of dress or hairstyle that is detrimental to the health or safety of the student body or to the instructional process is prohibited. Such attire as strapless tops, muscle shirts, tank tops, bare midriffs, transparent clothing, leggings as pants, pajama tops/bottoms, hoods, bandanas, sunglasses, studded bracelets, and pocket chains is inappropriate for school. **Shorts are not allowed** unless they fall below finger tip level with hands at sides. Examples of acceptable shorts are cargo pants, Bermuda shorts, and Capri pants. Skirts and dresses must also fall below finger tip level with hands at sides. In an effort to maintain a supportive atmosphere in which students can pursue their studies free of harassment and distraction, any messages on clothing should be supportive of good health. Hats and outerwear (includes hooded sweatshirts and vests) may not be worn in school and must be placed in the lockers. The high school administration has primary responsibility for interpreting and enforcing the dress code.

### Senior Privileges

Seniors in good academic standing and in conformance with school rules are granted the privileges of using the lounge. Eligibility is determined at the end of the junior year and quarterly throughout the senior year and students must be passing all coursework they are enrolled in at the time of consideration. Seniors must have documented 50 of the 75 required community service hours before being scheduled for senior lounge in September. They also have access to vending machines and can utilize personal audio players.

Senior Lounge is for informal study and quiet conversation. Seniors are expected to follow the same rules as study students when leaving the lounge area. Cleanliness of senior lounge is the responsibility of all seniors that have the privilege. Seniors will be responsible for keeping the Senior Lounge area clean throughout the course of the school day and they are expected to act appropriately at all times. Failure to do so may result in the closing of the Senior Lounge.

### Rules and Procedures

Students need to be on time and have their attendance recorded.

Playing cards are not allowed

All seniors need to present a pass to the lounge teacher before leaving for another class or activity.

Seniors are not to leave other classes to access senior lounge vending machines during the day.

Seniors that are insubordinate during senior lounge will lose lounge privileges for up to one term.

Seniors that need to access their vehicles must go through the main office.

### Passes

Anytime a student is in the corridor during class time, he/she is expected to have a pass. No passes may be issued after 1:30 p.m.

**Students who wish to leave a study to make up a test or to do extra work for a teacher MUST obtain a pass from said teacher BEFORE study hall time.**

### Cellular Phones and Electronic Devices

No electronic devices of any kind (including cellular phones, iPods, and electronic games, etc.) will be allowed to interrupt classroom activities. Electronic devices may be used **only** during lunch, senior lounge, during the time students pass for classes, or in the classroom with permission of the classroom teacher. Items that disrupt and/or interrupt the learning process will be confiscated and returned at the end of the period. If a student should refuse, it will be turned over to the main office and may be picked up at the end of the school day. If the offense is repeated, a parent or guardian must pick up the item. Students using their device in the hallway during class time will be escorted to the office to turn in their device. Students are expected to be mindful and respectful of others when using their devices.

The use of the cell phone to take pictures is prohibited. Students taking pictures with cell phones could be subject to suspension at the discretion of administration.

A reminder, use of telephones for illegal purposes or misuse of the **911** system is punishable under the school discipline code and the law.

### Valuables

Students should not bring to or carry around any large sums of money or valuable items such as personal electronic devices. All student lockers and physical education lockers must be locked at all times. If, for any reason, students need to bring these valuables to school, they need to **BRING THEM TO THE MAIN OFFICE FOR SAFEKEEPING.**

### Parking Privileges

The use of the student parking lot is a privilege extended to members of the senior class. Underclassmen will be awarded spaces on need basis and then a lottery system will be used to determine the issuance of the remaining parking spaces. Every student who receives a parking space must be in good standing. Stickers are necessary and may be obtained in the Main Office.

The stickers are to be displayed on the front windshield, driver's side. Both driver and passenger must have permission slips signed by parents giving consent to drive, or be a passenger in student's car. All students should lock their cars before entering the school. Students found in cars during the school day for any unauthorized reason will be disciplined accordingly. Persons owning the car that these students are using may lose the parking privilege.

Those who need to go to cars for textbooks, projects, etc. must receive permission from the Main Office. The parking lot is considered a restricted area.

Student parking is permitted on the **HARD TOP ONLY & BETWEEN YELLOW LINES. NO PARKING IN FIRE LANES IS ALLOWED.**

Upon arrival at school, students cannot sit in cars, but must enter school. Students in violation of the rules will lose this privilege and/or have cars towed away.

All students must report to the main office before school to sign in their automobile if it is not registered with the school. Students who exceed 6 tardies in a semester may have their driving privileges suspended. The length of the suspension will be at the discretion of the administration.

**Students who violate the school's code of conduct may also have their parking privileges revoked.**

### Request for Dismissal

Students who are dismissed from school must bring a note from a parent or guardian to the Main Office before homeroom period. The note should include a reason for the request and may be verified by a telephone call. ***No student will be dismissed without documentation, unless it is for an emergency.***

In order to be marked present for the day, students must remain in school for a full three periods.

- 3 dismissals per semester/half year. (Official documentation required)
- 4<sup>th</sup> non documented dismissal = Parent Conference
- Dismissal before 10:52 w/o documentation = Absent and zero issued for classes missed
- Dismissed before/after 10:52 with documentation = Absent excused and class work may be made up
- Dismissed after 10:52 w/o documentation = zero for classes missed.

### Library Media Center Policy

The Library Media Center is a facility for research and quiet study. Students wishing to use the LMC must do the following:

1. Report to the LMC before or during homeroom.
2. Sign his/her name to the appropriate study period's attendance sheet.
3. Proceed to the LMC instead of reporting to his/her assigned study hall.
4. Be responsible to see that library staff members mark him/her present before the attendance sheets are sent to the study halls.
5. Books may be signed out for a two-week loan period. The student's name and homeroom must be written on the card.
6. The library staff promotes a "Food for Fines" program, which benefits the Tiverton Community Food Bank. Canned goods are assigned as fines for any library materials which are not returned within the two-week loan period.
7. If a library book is lost, the student will be charged the full replacement value. If the lost book is found and returned, the student's money will be refunded.
8. The Library Media Center is open from 7:30 to 3:30 on Tuesdays and Thursdays and 7:30 to 2:00 on Mondays, Wednesdays and Fridays.

### Study Hall Rules and Procedures

1. Students should bring books or acceptable reading material to class.
2. Students should sit in their assigned seats.
3. Talking is limited to cooperative academic work, and only if it does not interfere with the independent studying of other students.
4. No card playing, headphones, miscellaneous audio-visual devices, food, or drinks.
5. Students should not report to study hall or any classroom with coats or hats prior to dismissal for the day.

6. Students must have a pass to the library, art, gym, guidance, or any other classroom before leaving your assigned study. These passes are not issued by the study hall teacher, and must be attained prior to entering study.

### Physical Education

Physical Education is a required course for graduation. An excuse from Physical Education participation for more than two weeks can be granted ONLY by Physician's order. This order should contain the following information:

- The reason for the excuse.
- The length of time for which the excuse is valid.

The excuse-order should be brought to the Main Office where the Nurse will make a copy and the student will take that copy to the Physical Education teacher who will decide further action – i.e.; remain on sidelines in gym or be placed in a study hall by the Guidance Department. If no time limit is specified on the excuse, it is valid only until the next appointment with the physician.

Restricted physical education activity orders must state the type of activity allowed and length of time of the restriction.

An excuse from participating in one physical education class for a minor ailment is allowed only by a note written and signed by the parent for that particular day.

### Textbooks

Furnished by the school, textbooks must be returned at the close of the school year, IN GOOD CONDITION. In the event of unreasonable wear, a fine will be assessed. It is the student's responsibility to have all their books covered at all times. Lost books should be reported to teachers immediately, and payment for the lost book is mandatory. Failure to pay for a lost book will result in the student being excluded from school activities including but not limited to proms, field trips, dances, etc.

### Make Up Procedure

Work missed by a student through absence must be made up within a reasonable length of time. It is the student's responsibility to report to his teachers on the assigned make-up afternoon, or to make an appointment for another time when the teacher is available. Students who have an incomplete on their report cards must complete their work in **TWO WEEKS** after the marking period closes. No make-up work is allowed for truancy or unauthorized absences.

### **Students who are suspended from school will be allowed to make up the work that they missed while they were out of school.**

Each teacher will have his/her make-up policy published in the classroom syllabus that will be distributed to students at the beginning of each course.

### CODE OF CONDUCT

The goal of discipline is self-discipline. Discipline refers to a set of controls and rules that help govern the relationship among the members of the school community. A Code of Conduct is a standard of expectations for behavior, which, if successfully followed, develops in every student, self-discipline free from external imposition. In that spirit, our code of conduct contains the following expectations for student behavior:

- Obey all laws and safety regulations
- Respect the rights of others
- Work within the system to bring about change
- Respect the authority of teachers, administrators, and all staff in the building;
- Attend school and all scheduled periods regularly and on time;
- Bring necessary materials to classes;
- Listen attentively in class;
- Develop the desire to learn;
- Return all books and materials in the condition in which they were borrowed, allowing for normal use;
- Assume responsibility for all schoolwork, including work missed because of absence.

### Respect for Authority

All staff members have the responsibility for supervision of ALL students in and out of classrooms. Any student who disobeys the direction of any staff member is liable to a charge of insubordination. This is a serious offense and may result in suspension or other sanction. Conduct in or out of class that disrupts class work, violates the rights of others, or interferes with appropriate discipline in the operation of Tiverton Schools is prohibited and may result in long-term suspension by the School Board (School Board Policy). This policy applies especially to fights and disruptions in the cafeteria and hallways.

Infractions of school policy not related to classroom management: Any member of the staff may initiate the complaint by making out a school discipline report. Primary responsibility for actions taken rests with the High School Administration.

### EXAMPLES OF INFRACTIONS REQUIRING DISCIPLINARY ACTIONS

(These are not all inclusive)

1. Disturbance of class – teacher detention, parent contact
2. Being unprepared for class – teacher detention
3. Class Cut(s)- office detention, APP, OSS
4. Disturbance of assemblies – exclusion and parent contact
5. Class or School disruption due to use of electronic devices – confiscation for up to 30 days
6. Violation of bus regulations – exclusion from riding busses
7. Abuse of passes – restriction of issuance
8. Violation of dress code – parent contact, student sent home
9. Violation of parking regulations – loss of privilege and/or towing of car
10. Unauthorized use of cell phones or electronic devices – office detention, APP, or OSS.

### DETENTION

When a teacher or administrator assigns a detention it takes priority over all school activities, after-school employment and Driver Education classes.

### EXAMPLES OF INFRACTIONS

#### A. Cutting Class

Every student is expected to attend all his or her classes, exams, and a scheduled activity during the day is required by School Board Policy. Excused absence from class is only with the approval of the administration. Non-excused absence occurs when a student does not report to class for an invalid reason or when he/she “cuts” the class or exam. A cut is a voluntary deliberate absence from class or an exam with no administrator or teacher approval. The consequence of a cut is zero for the work missed.

One cut per class- one office detention

2 to 5 cuts –Minimum two days of office detention and a minimum of one day of APP, subject to the discretion of the administration.

Students will also be referred to the department chairperson and parents will be notified. If the situation warrants, parents may be requested to come into school for a conference.

6<sup>th</sup> incident – student is suspended out of school for up to 10 days and is referred to the Superintendent and School Board for possible exclusion.

#### B. Tardiness to School

Students should plan to be in the high school by 7:30 A.M.

If a student is not in homeroom by 7:34 a.m. he/she will be considered tardy to school. Students who enter the building after 10:39 a.m. and do not have a written excuse or whose parent has not contacted the school will be considered absent unexcused and receive a zero for those missed classes. (see Regulations, Sections D& E).

Tardy after 7:34 A.M.

- 3 tardies = assigned lunch detention, learning strategy or senior lounge detention (continues throughout the year)
- 5 tardies = Parent contact, parking revoked for 2 weeks
- 10 tardies = Alternative Program Placement assignment and parent meeting required
- 15 tardies = Parking revoked for 4 weeks.
- 20 tardies = Parking revoked for school year

Tardy after 8:10 A.M.

- Zero is issued. If a parent/guardian has not contacted the school regarding this degree of tardiness, the student will be considered cutting the class and placed in a detention setting until the end of period one (8:40 am).

Tardy after 8:40 A.M.

- If a parent/guardian has not contacted the school regarding this degree of tardiness, a zero will be issued for the first period of work missed and any other class that a student missed half the class minutes. The student is detained in the office until a parent/guardian has been contacted. A minimum of one lunch detention is assigned.

#### C. Search and Seizure Policy

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles when parked on school property under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion and/ or probable cause to believe that students may be in possession of drugs, weapons, alcohol, and other materials (“Contraband”) in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects

stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The Administration may utilize canines as provided in the Administrative Procedures.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**Definitions** For the purpose of policy and these administrative procedures, the following definitions are applicable:

**Contraband** is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol, or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons and incendiary devices.

**Reasonable suspicion** is the standard for a search on school property or at school related events and is based on the school official's specific reasonable inferences which he/she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to a tip from a reliable student, suspicious behavior that suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable suspicion should not be based on mere hunch.

**School Property** Student lockers, desks, etc., is deemed school property. The school exercises exclusive control over the school property, and students shall not expect privacy regarding items placed in school property because school property is subject to search if deemed necessary at any time by school officials.

**Locker Searches** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Upon request by the principal, any student who supplies his/her own lock shall immediately provide the building principal with the combination or duplicate key.

**Automobile Searches** Students are not permitted to park on school premises without the specific permission of the school principal. Under these circumstances, the school retains the authority to inspect the vehicle whenever there is reasonable suspicion that illegal or unauthorized materials are contained inside. Such inspections may be conducted with specific permission of the school principal without notice, without student consent, and without a search warrant.

**Personal Searches** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.

If extreme emergency conditions require a more intrusive search of a student's person, a school official of the same sex may only conduct such a search in private. An adult witness of the same sex must be present, and only upon the prior approval of the Superintendent or the Assistant Superintendent, or unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

**Suggested Procedures** If a school official has reasonable cause to believe that contraband is present, he/she may institute a search. Although the following procedures for a search are recommended, they are not mandated because the circumstance attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search.

If after being informed of the basis for the school official's reason to search the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances.

If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects should be conducted out of the presence of other students.

**Use of Canines** The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his/her person. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canines. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

## NOTICE

Students will be provided notice of the Policy and Administrative Procedures concerning search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the Policy and Administrative Procedures will also be posted in the Principal's office or another prominent place in each secondary school.

## Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, the findings shall be turned over to proper legal authorities for ultimate disposition.

## TIVERTON HIGH SCHOOL DISCIPLINE POLICY

### D. Severe infractions of school policy

High School administration has primary responsibility for actions taken.

In accordance with school policy, any long-term suspension (Beyond 10 days and up to 180 days) must be School Board approved.

Short term out of school suspension (a total of 10 days)—the first five days may be assigned by either the principal or assistant principal, the remaining five days can only be assigned by the Superintendent or Assistant Superintendent.

Any or all punishment will be used depending on severity of offense as determined by an administrator.

### E. Alternative Program Placement

Alternative Program Placement involves separating a student for a period of one or more days from the general school population. When a student is assigned an In-School Remediation, he/she should report to the **Alternative Program Placement Room/Office** prior to the start of homeroom. Students who are assigned to APP will spend the entire day doing academic work and taking any test or quiz as provided to the supervisor by the classroom teacher. Seniors will lose senior lounge privilege for the semester after first suspension.

Parents will be informed in any case of suspension.

#### Offenses that may lead to a student to be assigned

##### Alternative Placement Program but not limited to:

1. Smoking or use of electronic cigarettes;
2. Overt display of tobacco or electronic cigarettes;
3. Failure to attend office/teacher detention;
4. Being in an unauthorized area, i.e. Parking lot, athletic fields, faculty room, elevator room, etc.;
5. Insubordination (refusal to obey a direct order from a teacher);
6. Insolence (words/actions which show disrespect for authority);
7. Severe disruption of class;
8. Students being found in restricted or unauthorized areas;
9. Students who are intentionally late to school;
10. Students who leave school without permission;
11. Severe disruption of school activity/operation (+possible exclusion from school events);
12. Truancy from school (+zero for work missed, mandatory parent contact, possible referral to court);
13. Failure to attend office/teacher detention (second offense)
14. Cellular phone use.

Violation of APP rules will result in parent conference and subject to external suspension. Alternative Placement Program has priority over all school activities, employment and Driver's Education class.

#### Smoking

1<sup>st</sup> incident: APP and parent notification

2<sup>nd</sup> incident up to 5: Parent is notified and is requested to come into school to meet with the principal and or his/her designee. The number of days assigned to APP is subject to the discretion of the administration

6<sup>th</sup> or more: Student is suspended from school (OSS) for up to 10 days and will be referred to the Superintendent and School Board for possible exclusion

### F. External Suspension

External suspension from school is reserved for the most serious offenses and is progressive from 1 to 10 days. A student must provide a written request for make-up work to each teacher within two school days. The work must be returned to the teacher within two school days for each day suspended in order to receive credit.

A parent or student may request work while they are serving a suspension by calling the Guidance Office at 624-6621. A one-day advance notice must be given to receive assignments. Parents will arrange to pick up the work. A student may not come to school to obtain work while on suspension.

#### Offenses which can lead to external suspension (+ other consequences) are:

1. Profanity/vulgarity directed to a teacher or staff member;
2. Actions causing health/safety hazards (e.g., setting off fireworks, stink bombs, fires, throwing dangerous objects at others) (+ referral to police and to School Board);
3. False alarms (+ referral to police);
4. Assault and/or battery (threats to others) (+ referral to the Superintendent);
5. Bomb scares (+ referral to police);
6. Demonstrations (+ possible referral to Superintendent/School Board);
7. Drugs/Alcohol –

Suspicion of being under the influence will result in a mandatory three-day out of school suspension. The student is to be dismissed to parent/guardian, with mandatory conference the next day.

Possession of alcohol or controlled substance: external suspension for 5 days and referral to police. The student is to be dismissed to parent/guardian with mandatory conference upon the student's return to school.

Selling or distributing alcohol or a controlled substance: suspension and referral to the Superintendent for action including possible suspension for part or remainder of the school year.

**Offenses for which administrative discretion will determine whether internal suspension or external suspension will apply are:**

Damage/Vandalism (plus restitution, plus possible referral to police);  
Theft (plus restitution);  
Defiance of authority.

**Theft**

Police notification/Parent Conference  
Possible suspension for the year  
Minimum of One day OSS followed by consecutive days of APP. The total number of days is subject to the discretion of administration.

**Extortion**

Police notification/Parent Conference  
Possible suspension for the year  
\*Minimum of one day OSS followed by consecutive days of APP. The total number of days is subject to the discretion of administration.

**Abusive, vulgar language or gestures to other students or faculty in the hallway.**

Student will receive a **minimum 3-day suspension** from school (OSS).

**Bullying, physical sexual harassment to student**

**Physical sexual harassment to staff**

**Bullying, verbal/sexual harassment to student**

**Verbal/sexual harassment to staff**

Refer to School Committee policy manual  
# 1169 Bullying  
# 1165 Harassment

Minimum of one day OSS followed by consecutive days of APP. The total number of days is subject to the discretion of administration.

Parent/Guardian Conference

Police notification

Possible suspension for the year

**\*Consecutive days prohibit a student from participating in any school-sponsored activity while the suspension is in effect.**

**Verbal Threats against a student**

**Verbal threats against a staff member**

All threats should be report to school officials

If the threat(s) are serious in nature, then school officials will:

Notify the police;

Contact the parents of the student(s) who is threatened;

Suspend the student from school for a minimum of 1 day OSS followed by consecutive days of APP. The total number of days is subject to the discretion of the administration; Prior to reentry into school, the student along with his parents/guardians must meet with the principal and or his designee in order to discuss the matter.

**Assault on a staff member**

**Assault on a student**

**Possession of a dangerous weapon**

Police notification/Parent Conference

\*Minimum 10 day out of school suspension. The total number days is subject to the discretion of administration.

\*\*Possible suspension for part or remainder of the school year.

**\*Consecutive days prohibit a student from participating in any school-sponsored activity while the suspension is in effect.**

**G. Suspension of Ten (10) Days or Less**

The prescribed procedure to be employed in the exclusion of any students shall provide as a minimum the following:

1. That the student be given oral or written notice of the charges against him/her;
2. That if the student denies the charges, the student be given an explanation of the evidence the authorities possess;
3. That the student be given the opportunity to present his/her version;
4. That notice and hearing generally should precede the student's removal from school since the hearing may almost immediately follow the incident but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, this justifying immediate removal from school the necessary notice or hearing shall follow as soon as practicable;

5. The parent and/or legal guardian shall be informed that his/her presence at school is required. Parent will be informed of the reasons for suspension and the duration thereof. Such notice shall be given in the parent's spoken language, unless it is clearly not feasible to do so;
6. No later than seventy-two (72) hours after the removal of the student from school, the student and his parents must be given the opportunity to be present at a hearing before the Principal who shall determine if the suspension should be continued on a day-to-day basis, up to a total of ten (10) days;
7. The Principal shall notify in writing the Superintendent of Schools, the student, and his/her parents and/or legal guardian of the reasons for his/her decision within twenty-four (24) hours after the suspension hearing.

**During the suspension, a student will not be allowed to participate in any school-related activity: (i.e.) interscholastic league event, attend dances etc.**

#### **H. Suspension of Ten (10) or More Days**

When a student's presence endangers (unless an Individual Education Plan is noted in the student's file) or threatens disruption of the academic process thus justifying immediate removal from school, notice of a hearing shall follow as soon as possible.

The student shall be afforded:

- 1) A clear, written statement of the reason for suspension or expulsion;
- 2) Notice of the right to prompt public or private hearing, at the student's election, and the right to be represented by counsel at such a hearing;
- 3) If a hearing is requested, the student shall be given a prompt notice setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation, without undue delay.  
In the event, a student has not attained the age majority (18 years), the parent or guardian shall be afforded the procedures stated in section 1, 2, and 3 above. (Such notice shall be written in the parent's spoken language, unless it is clearly not feasible to do so).

The student shall be afforded a hearing at which the student shall have a right to:

- Representation and participation by counsel; and
- Cross-examine witnesses and to present witnesses in his or her behalf.

There shall be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.

The student shall be furnished a copy of the record without cost.

A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and the factual basis therefore.

The student shall promptly be provided with a copy of the decision.

A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

The administration will afford students who are involved with offenses that may lead to suspension an opportunity to write his/her version of an incident, following the prescribed informal hearing. This will be included in the record, and be part of any appeal to the principal, superintendent or the School Committee.

#### **I. Hearing for Suspensions**

In compliance with the Rhode Island Board of Regents' Guidelines (posted in the Main Office), the following appeal procedure has been adopted. For 1 to 10 day suspension by the Principal or Assistant Principal:

- a. Informal hearing at which time the student may answer the charges of the infraction;
- b. Administrative decision to suspend;
- c. Parent contact;
- d. Written notice to parents and Superintendent;
- e. Parental conference before readmission.

#### **J. For 10 day external suspension by the Superintendent**

A written statement of reasons for external suspension or expulsion including notice of right to private or public hearing.

A formal hearing with all the rights and safeguards outlined by the Regents.

A written decision rendered and communicated to the parent within a reasonable length of time.

# TIVERTON HIGH SCHOOL

## EXTRA-CURRICULAR CODE OF CONDUCT

### **Part 1 – PHILOSOPHY**

The Tiverton School Department offers each and every student the opportunity to be involved in extra-curricular activities. Yet, with that offering we want all involved club members, students in leadership roles, athletes, parents, team managers, scorers, cheerleaders, fans, coaches and any other group associated with our school to understand that it is an opportunity to participate. We should all understand that with this privilege come some important responsibilities to Tiverton High School, your organizations, your families, and to the Town of Tiverton. At all times you are expected to uphold the values that we represent and have represented for many years. It is expected that every student will be dedicated to the ideals of hard work, willing to sacrifice of yourself and for others, be honest, and at all times attempt to do the right things, be loyal and willing to be a representative of your school and your community.

Equally important, you must be willing to conduct yourself in a manner, which adheres to your group, team, and school policies, that you represent not only your school but also your community with the pride, and maturity that is expected of leaders. That at all times you demonstrate your individual prowess, but also demonstrate the quality character that is expected of you as an outstanding citizen and leader within the Tiverton community.

It is essential that all members clearly understand all standards of performance to which Tiverton High School students are expected to adhere. By attending and continuing to attend your activities, it is your expression of acceptance of these responsibilities and policies. Students that are not willing to accept these responsibilities and policies will not be allowed to participate. Any behaviors unbecoming a Tiverton student will be investigated and disciplined as set forth by the Tiverton Extra-Curricular Code of Conduct.

Every advisor and coach is required and expected to immediately report any disciplinary infraction of a substantial nature to the assistant principal or athletic director who will then review the incident with the advisor/coach and the student. If any disciplinary action is taken, the assistant principal/athletic director will notify the student and his/her parents. If the circumstances warrant, the principal or superintendent may be notified of the infraction as well as the disciplinary action that was taken by the advisor/coach. A parent may have the case reviewed by the following procedures:

- The student and/or parent may ask to meet with the advisor/coach, athletic director or assistant principal within two school days of the disciplinary action;
- If not satisfied, the parent may ask to meet with the principal;
- If not satisfied with the second step, the parent may appeal to the Superintendent of Schools.

### **Part 2 - SUBSTANCE ABUSE**

Substance abuse is becoming a serious problem in today's society and, if the schools have any role in attempting to curb and/or control this abuse, it must, in addition to fulfilling its responsibility for teaching the hazards of substance abuse, set and hold to high standards which signal the seriousness with which it intends to fulfill this responsibility.

Tiverton High School recognizes that the misuse and abuse of chemicals by students, both on and off campus, negatively affects health, academic performance and achievement, extra-curricular participation and development of related skills.

Because of these realities and in acknowledgement of the overwhelming opinion of health educators, coaches, and advisors, that students perform best when they follow intelligent rules which include restriction on tobacco, alcohol and any type of mood, modifying substance which produces harmful effects on humans, The Tiverton Public Schools support education and awareness training in student chemical use problems, including the results of chemical dependency.

The administration, faculty, and club advisors of Tiverton High School are deeply concerned with the health habits of the students of this community and remain convinced that students and the use of these substances are not compatible. It is expected that the close contact that club advisors have with students provide them with a unique opportunity to observe and assist young people in this regard.

All students at Tiverton High School must follow this code in order to participate in any extra-curricular activity. This code of conduct will apply to all school and non-school related activities. Current school policies describing penalties for violations on school grounds involving tobacco, drugs, or alcohol are also in effect and will run concurrently with this code.

The importance of enforcement of all regulations in this code should be apparent. A fair and firm policy of enforcement is necessary. This community, school administration, teachers, and club advisors feel strongly that high standards of conduct and citizenship are essential in maintaining high student morale, performance, and accomplishment.

## SECTION 1: Penalties for Non-School Related Violation for Drug and Alcohol Use

- A. Participation in any school-sponsored club organization, school or class, and/or non-athletic team or group.

**1st Offense:** Student is suspended from all membership participation in school-related activities for a period of fourteen (14) calendar days from the date the infraction is discovered by the coach, advisor, athletic director, or school administrator. Parents shall be notified, and the student shall be referred to the student assistance counselor for immediate counseling.

**2nd Offense:** Student is suspended for a period of 20% of the quarter or season. Student must admit that they have a problem with this substance, and must enroll in a certified treatment program and be able to demonstrate their enrollment via written documentation. If a student refuses to admit they have a drug/alcohol problem, then they will be immediately removed from the activity(s) they are participating in for the remainder of the season and or school year. Student must present documentation to improvements being made in the treatment process before they can be allowed back to participation. If the student refuses/fails in this process, at any stage, he/she is automatically suspended from all extracurricular programs for a calendar year from the point of the infraction.

- B. Participation – Special Activities

Special activities are defined as those activities that occur once during the school year. These activities may be open to any member of the student body and generally require a period of rehearsal or practice prior to the event.

**1st Offense:** Student is suspended from all membership participation in related activities for a period of fourteen (14) calendar days from the date the infraction is discovered by the coach, advisor, athletic director or school administrator. Parents shall be notified, and the student(s) shall be referred to the student assistance counselor for immediate counseling.

**2nd Offense:** Student is suspended for a period of 20% of the length of the activity. Student must admit that they have a problem with this substance, and must enroll in a certified treatment program and be able to demonstrate their enrollment via written documentation. If a student refuses to admit they have a drug/alcohol problem, then they will be immediately removed from the activity(s) they are participating in. Student must present documentation to improvements being made in the treatment process before they can be allowed back to participation. If the student/athlete refuses/fails in this process, at any stage, he/she is automatically suspended from all extracurricular programs for a calendar year from the point of the infraction.

## DRUG/ALCOHOL/TOBACCO POLICY

Students engaged in any and all extra-curricular programs are prohibited from any use of and/or dealing in tobacco, alcohol, and/or drugs any time during the calendar year. Violators will be disciplined as follows:

1. First offense. Use of tobacco: a warning; warnings also to be recorded in a book kept in the Assistant Principal's and/or Athletic Director's office.
  - a. Second offense. Use of tobacco: automatic suspension from all extracurricular programs for a period of fourteen calendar days from the date the infraction is discovered by the coach(es) or Athletic Director. The suspension will be carried over to the next school year. Parents shall be notified, and the student(s) will be encouraged to seek counseling or enroll in a certified treatment program.
  - b. Third offense. Use of tobacco: the student is suspended for 28 days of the total games, practices or meetings of the season that they are presently in. In the event the offense occurs and the remaining games/meeting/practices are less than 28 days, the suspension will be carried over to the next school year. Parents shall be notified, and students will be encouraged to seek counseling or enroll in a certified treatment program.
2. First offense. Use of alcohol and/or drugs: automatic suspension from all school extracurricular programs for a period of fourteen calendar days from the date the infraction is discovered by the advisors, coach(es) or Athletic Director. The suspension will be carried over to the next school year. Parents shall be notified, and the student(s) shall be encouraged to seek counseling or enroll in a certified treatment program.
  - a. Second offense, use of alcohol and/or drugs: the student is suspended for a period of 28 days of the season that they are presently in. In the event the offense occurs and the remaining games/meeting/practices are less than 28 days, the suspension will be carried over to the next school year. Parents shall be notified, and students will be encouraged to seek counseling or enroll in a certified treatment program.

3. A suspension is defined as: the student is removed from active participation with their respective activity, yet must attend all practices and events during that time period.
4. Student participants dealing in the sale or distribution of alcohol, and/or drugs shall be barred for 365 days from all school extra-curricular programs. Parents shall be notified, and the student(s) will be encouraged to seek counseling or enroll in a certified treatment program.
5. Any student(s) or his/her parents/guardians having legal custody may request a hearing before the superintendent provided the request is made in writing and is received by the superintendent not later than five (5) school days after the action taken begins. If written request be made within five (5) days after the superintendent's written decision is received by the student(s), he/she and/or his/her parents/guardians may appeal to the School Committee for a review of the action taken. The action taken shall not be stayed pending the hearing, or the review, unless so ordered by the Superintendent or School Committee respectively, for good cause shown.
6. Before any student(s) shall be eligible to participate in any and all school programs, he/she and his/her parents/guardians having legal custody, shall sign a form agreeing to the above provisions and deliver the same to his/her coach, advisor, or the Athletic Director; otherwise, he/she shall not be permitted to participate.

### **Part 3 -QUALIFICATIONS FOR SEEKING AND RETAINING STUDENT COUNCIL, CLUB & CLASS OFFICE**

Officers of the Student Council and of the respective classes and official school clubs must lead by example. As such leaders, their conduct and personal behavior should be above reproach. Furthermore, since the major goal of our educational community is the fostering of learning and academic achievement and since serving as a class officer constitutes in reality an extra-curricular activity, it makes perfect sense that our students should be expected to attain some minimum level of academic success.

The following guidelines shall apply to all Student Council, class and club officers seeking to hold office:

1. Eligibility for Holding Office.
  - A. Academic  
A student seeking any office must be academically eligible. Academic eligibility is defined as: (See Below Part 4– Academic Eligibility)
  - B. Discipline  
A student who has been in serious violation of school rules may be declared ineligible to seek or hold class office. Such cases will be reviewed by the Administration.
2. Maintaining Eligibility for Club/Activity Membership.  
For definition of the various clubs and activities, refer to student handbook.

### **Part 4 – ACADEMIC ELIGIBILITY**

#### **Academic Requirements for Participation**

Every student is expected to pass all subjects for which they register.

The Tiverton School Department sets forth the following additional academic requirements for participation in extra-curricular activities.

Students must pass 60% of all classes they are enrolled in to continue to participate in any extra-curricular activity. This will be based on term (1-4) grades for any student in grades 9 – 12 and fourth term grades for any grade eight students entering or transferring to the high school the following fall. A student will be declared academically ineligible for the entire term; effective the first day of the next term. Tutoring will be available for one hour after school each day (Monday – Thursday), and students deemed ineligible are encouraged to attend. **\*Students should communicate with their teachers to determine which days to stay after school for academic assistance.**

\* This requirement will go into effect for all students on September 2, 2004. Tutoring will be available for all students effective November 8, 2004.

### **Part 5 – DISCIPLINARY CODE**

#### **Section 1. SCHOOL ATTENDANCE AND PARTICIPATION**

1. To be eligible to play in games, attend practice, or participate in any extra-curricular activity, the student must attend what is considered a full day of school. If the student enters school after 10:50 a.m., it is considered that they have not met that requirement and are not allowed to attend practice, games, or extracurricular activity on that day.
  - A. If a student is absent on a Friday, that student must gain the permission of the Athletic Director, Vice-Principal or Principal to participate over the weekend in games, practice situations, or extra-curricular activities.
  - B. Students who have an excused absence must gain the permission of the Athletic Director, Principal or Vice Principal to participate in practice, games, or activity on that day.

- C. At all times, it is the responsibility of the student/athlete to seek permission in absentee/participation situations. This permission must be acquired in a timely and appropriate fashion. Written approval will be given to the head coach of that sport or advisor of the activity.
- D. The above requirements will also apply to holiday practice or game situations.

## **Section 2. EXTERNAL OR IN-HOUSE SUSPENSIONS**

1. If a student is suspended from school, all extra-curricular activity is suspended until the school suspension is completed.
  - A. The student will not be allowed to practice, play in games, or any extra-curricular activity until the suspension has been completed.
  - B. If it is an external suspension, the student/athlete is not allowed on school grounds to watch practices, games, or extra activity. If it is an in-house suspension, at the end of the suspension day the student/athlete is required to go home if they have further days to serve. Once the suspension period is completed the student will then become immediately eligible to return to his/her team or extra-curricular activity and resume activity at the discretion of the coach or advisor.
  - C. If the suspension is scheduled to carry over a weekend or holiday break, the student may be declared eligible to participate at the discretion of the administration.
  - D. Suspensions from school demonstrate a blatant disregard for the code of behavior expected from a Tiverton High School student.
  - E. If a student is suspended externally more than once in a season or during an activity, they will be suspended from the activity for the remainder of the season/year.

## **Section 3. HAZING**

1. Anyone involved in the act of hazing, forcing someone to do something against their will, that leads to physical, mental or social harm of another student will be subject to suspension from school and the athletic program for the rest of that school year. They will also face criminal actions in a court of law.
  - A. The term "hazing" shall mean any conduct or method of initiation with any student or student organization, whether on public or private property which will willfully or recklessly endanger the physical, mental or social well-being of any student or students.
  - B. Such actions could include any treatment that will adversely affect the physical, mental or social well-being of a student or subjects such student to extreme mental stress, including deprivation of sleep or rest.
  - C. If any student is aware of another person who was a victim of hazing and or is at the scene of such an action, he/she shall report such behavior to appropriate school personnel as soon as possible.

## **Section 4. CRIMINAL OFFENSES**

1. The status of any student who is involved in a criminal offense will be determined on a case-by-case basis by the school administration.

## **Part 6 – ATHLETIC DEPARTMENT REQUIREMENTS**

**Athletic eligibility will be determined by the current standards of the Rhode Island Interscholastic League rules. Copies will be available in the Main Office, Athletic Director's Office, or can be accessed through the league website at [www.RIIL.org](http://www.RIIL.org).**

## **Section 5. INSURANCE**

1. The school requires that all band members/athletes demonstrate that there is some form of health insurance in the family. If there is no insurance, it is mandatory that the student take the school insurance to participate.
  - A. Each athlete will be asked to fill out an insurance form requesting the parents to name and give the insurance policy number as proof of their policy. If there is no insurance the student/athlete will not be allowed to participate until school insurance has been purchased.
  - B. All student/athletes must report each injury, however minor, to the advisor/coach.
  - C. The student or his/her parent should obtain insurance claim forms from the main office of the high school.
  - D. Once the parent has completed the insurance form, it should be submitted to the Advisor/Athletic Director for completion and submission to the insurance company.
  - E. The school will not be accountable for a student's failure to report an injury. It is highly recommended that all parents take out the school insurance plan to increase coverage protection.
  - F. The Rhode Island Injury Fund will cover all expenses that an athlete incurs that your insurance does not cover if you have both school and personal insurance coverage. If you only have one, they will deduct at least \$100.00 of the overall payment in regard to payment of the total bill.
  - G. Parents can apply for additional coverage from the Rhode Island Injury Fund. Forms can be obtained from the Athletic Director.

## **Section 6. TRAVEL ATTIRE AND BUS REGULATIONS**

1. Acceptable conduct is expected at all times and the individual advisor/coach determines attire.
  - A. All team personnel are required to take the team bus to and from away events/contests.

- B. A student may ride to/from away contests only with parents, providing the Athletic Director/Vice Principal has approved a written request and the advisor/coach has been notified.
- C. A student will not be given permission to ride to and from an event/contest with any other third party.
- D. Parents are asked to refrain from making this request, as law precludes the high school from releasing players to any persons other than the parents or legal guardians directly.
- E.

### **Section 7. ALCOHOL AND DRUG POLICY, PHYSICAL, RISK, INSURANCE AND MEDICAL CONSENT FORMS**

1. All athletes must pass a physical exam and complete a medical history form.  
This form must be completed after July 1 of the up-coming school year or the physical exam will not be considered valid.
2. Parents must sign this form giving the student consent to participate and understand that he/she must abide by the Tiverton Athletic Code of Conduct.
3. The doctor must sign and give consent for the athlete to participate.
4. Parents and students are responsible for arranging their own physical examinations.
5. All student/athletes and their parents must read, understand, and sign our Drug, Alcohol and Tobacco Policy before they can be allowed to participate.
6. Risk forms are required for all sports and must be signed by the parent and the student and notarized. All freshmen sports require one Middle School Risk Form as well. This risk form only has to be filled out once in the athlete's 4 years of participation at Tiverton.
7. Parents must fill out the insurance form demonstrating that they have private health insurance or school insurance. This form must be completed and returned before their child can participate.
8. The medical consent form is filled out prior to each athletic season that an athlete is involved in so treatment can be given, if necessary, if an injury occurs, and the parent cannot be reached by the hospital.
9. Each of these forms must be completed and returned to the respective head coach prior to participation. If any form is missing, the athlete will not be allowed to start competition until all necessary paperwork is completed.

### **Section 8. SCHOOL EQUIPMENT RETURNED/ELIGIBILITY FOR THE NEXT SEASON**

1. Students are accountable for all athletic equipment/supplies and uniforms issued to them. These items are to be returned within a week after the completion of their season.
2. In the event that the requirements are not met within the stipulated time frame, notification will be mailed to the student's parents in the form of a bill.
3. Until said equipment, supplies, or uniforms are returned or reimbursed, that student will become ineligible for the next extra-curricular activity.

## Acknowledgment and Acceptance of the Extra-Curricular Code at Tiverton High School

I have read, understand and accept the rules and regulations of the Tiverton Extra-Curricular Code of Conduct.

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Activity/Sport Participating in at Present Time

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Student Name PRINTED

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Student Signature

Date

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Parent Signature

Date