



# TIVERTON HIGH SCHOOL

## STUDENT/PARENT HANDBOOK 2020-2021

Te Cognoscere  
**SCHOOL MOTTO**

Maroon White & Gold  
**SCHOOL COLORS**

The Tigers  
**SPORTS TEAM**

The purpose of the Tiverton High School Student Handbook is to provide the students with the obligations and requirements of the School. Questions relating to the practices of the School are always encouraged.

Please contact the Administrative Team with any additional information or questions.

## **WELCOME**

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

The Tiverton High School handbook outlines the policies, procedures, and practices of Tiverton High School. Please take a few minutes to review the handbook and refer back to when questions arise pertaining to school policy or practices. As a parent, you know your child best and I look forward to working together to ensure your child has a successful learning experience.

### **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 and Beliefs 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 students will have learned upon graduating from Tiverton High School. You will find those skills and expectations listed 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. Please ensure you become familiar with its contents and refer to regarding daily life at Tiverton High School. We look forward to a great year and are excited to have you join our learning community.

Sincerely,

Christopher J. Ashley  
Principal

## **CONTACT INFORMATION**

Main Office	624-8494
Absence/Sick Line	624-8494
Guidance Office	624-6621
Student Counselor - Lisa Borges	624-8494 ext. 251
School Counselor- Nicole McGuire	624-8494 ext. 252
School Counselor- Lynn Nicholas	624-8494 ext. 249
Athletic Director- Bob Murray	624-8494 ext. 243
School Resource Officer- Jake Rapoza	624-8494 ext 253
Social Worker- Pamela Dowd	624-8494 ext 234
School Psychologist- Celeste Urban	624-8494 ext 232
Nurse- Lisa Bamonte	624-8494 ext 220
Library Media Specialist-Vicki Blaser	624-8494 ext 240
English Department Chair- Sarah Cabral	624-8494 ext 231
Fine Arts and Careers Department Chair- Judy Moore	624-8494 ext 253
Mathematics Department Chair- David Sylvestre	624-8494 ext 236
Physical Education/Health Department Chair- Matthew McGuire	624-8494 ext 224
Science Department Chair- Lee Cusumano	624-8494 ext 246
Social Studies Department Chair- Andrew Gacioch	624-8494 ext 235
Special Education Department Chair- Barbara DeSantis	624-8494 ext 238
World Language Department Chair- Frances Melo	624-8494 ext 237

### **TIVERTON SCHOOL COMMITTEE**

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

### **SUPERINTENDENT OF SCHOOLS**

Dr. Peter Sanchioni

### **DIRECTOR OF BUSINESS AND FINANCE**

Ms. Amy Roderick

Tiverton Public Schools  
100 North Brayton Road - Rear  
Tiverton, RI 02878  
Office: 624-8475

**HIGH SCHOOL ADMINISTRATORS**

Mr. Christopher Ashley, Principal  
Mrs. Tiffany Bolduc, Assistant Principal

**TIVERTON HIGH SCHOOL**

100 North Brayton Road  
Tiverton, RI 02878

**CORE VALUES AND BELIEFS**

Tiverton High School's core values provide the foundation and opportunity for all students to be contributing members of their community, develop 21<sup>st</sup> Century Learning Expectations, and skills in the cognitive, social, and technology areas that will prepare them for success in post-secondary education and careers; the school environment promotes a global and civic mindset and innovative approach to independent and collaborative learning while actively engaging all stakeholders.

To ensure these core values Tiverton High School believes all students exhibit THS Tiger PRIDE:

- Persevere through challenges
- Respect ourselves and one another
- Innovate and think creatively
- Develop and maintain positive relationships
- Engage in and master academic content

**LEARNING EXPECTATIONS**

**Academic Expectations**

Students will:

- A1: Be able to read, write, and communicate clearly.
- A2: Use technology critically to research, communicate, and solve problems effectively and ethically.
- A3: Demonstrate proficiency in visual/performing arts, and technology.

A4: Be able to analyze, interpret, and evaluate information critically.

A5: Make presentations and speak fluently and confidently before an audience.

A6: Solve problems independently and collaboratively.

A7: Demonstrate knowledge of content through a variety of common course assessments.

### **Social Expectations**

Students will:

S1: Demonstrate respect for themselves, others, and the community.

S2: Work collaboratively in a personalized environment.

S3: Make responsible decisions and live healthy lifestyles.

S4: Assume responsibility for actions and resolve conflicts responsibly.

### **Civic Expectations:**

Students will:

C1: Complete seventy-five hours of community service.

C2: Demonstrate responsible practices that result in protecting and sustaining the environment.

C3: Be open and listen to multiple viewpoints in order to understand people, issues, and events.

C4: Demonstrate knowledge of rights, responsibilities, and privileges of citizens in a democratic society.

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## **NON-DISCRIMINATION POLICY**

The Tiverton Public Schools 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:

Assistant Superintendent  
 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 Public Schools 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 of one of the following persons:

Christopher Ashley, Principal	(401) 624-8494
Tiffany Bolduc, Assistant Principal	(401) 624-8494

## **BENEFITS OF 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.

## **HARASSMENT POLICY**

### **GENERAL STATEMENT OF POLICY**

The Tiverton Public Schools 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 Public Schools 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 Public Schools 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 Public Schools 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.

### **TRANSGENDER AND GENDER NONCONFORMING STUDENTS**

All students are entitled to have access to restrooms, locker rooms and changing facilities that are sanitary, safe, and adequate, so they can comfortably and fully engage in school programs and activities. Accordingly, the student may access the restroom, locker room, and changing facility that correspond to the student's gender identity. A student, upon request should be provided with a safe and non-stigmatizing alternative to gender-segregated facility. This may include the addition of a privacy partition or curtain, permission to use a nearby private restroom or office or a separate changing schedule. However, requiring a transgender or gender non-conforming student to use a separate nonintegrated space should not be done unless requested by the student and/or family. Under no circumstance may students be required to use sex-segregated facilities that are inconsistent with their gender identity.

Additional information on ensuring the safety and well-being of all students can be found under School Committee policy number 1183.

### **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.

### **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 the 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 the requirements of applicable collective bargaining agreements, Rhode Island statutes, regulations, and policies of the Tiverton Public Schools.

\* Copies available in the Tiverton Public Schools Policy Manual in every school office, and in the Central Office.

## BELL SCHEDULE

Tiverton High School runs a seven-day, six periods per day bell schedule with each class running for 54 minutes.

2020-2021 Bell Schedule							
Times	1	2	3	4	5	6	7
7:35 - 8:31 (56 min)	A	B	C	D	A	B	C
8:36 - 8:40 (4 min)	HR						
8:45 - 9:41 (56 min)	B	C	D	A	B	C	D
9:46 - 10:42 (56 min)	C	D	A	B	C	D	A
10:47 - 11:13 11:18 - 11:43 11:48 - 12:14 (56 min)	D	E	F	G	E	A	B
12:19 - 1:15 (56 min)	E	F	G	E	F	G	E
1:19 - 2:15 (56 min)	F	G	E	F	G	F	G
	Skip G	Skip A	Skip B	Skip C	Skip D	Skip E	Skip F

### Tiger Block

Every first Friday of every month, each homeroom will meet with the homeroom teacher and an additional advisor for what is called, **Tiger Block**. This block will meet at 8:28 a.m and will run until 8:56 a.m. During this time, students will be able to establish contact with an adult mentor to support students through the academic and social challenges, strengthen peer relationships, and create a positive school and life balance through different activities. The daily schedule will be modified on those designated days.

## STUDENT RECORDS

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.tivertonschools.org/>, and to newspaper and television media.

The Tiverton Public Schools has designated the following as student “Directory Information” that may be disclosed in school publications and to the newspaper and television media:

Student Name	Participation in School Activities & Sports
Photograph	Weight & Height of students on teams
School Student Attends	Honors & 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 include:

Address	Telephone listing
Email	Date & place of birth

If you do not want the Tiverton Public Schools 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 <http://www.tivertonschools.org/>

## 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 as well as the name and account number of your medical insurance.

A medical form is provided in the beginning of year packet. This form must be completed and returned to the school nurse to ensure updated information related to your child's health and safety while at school.

### **School Nurse/Health Services**

Students not feeling well should 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 is 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 (Tylenol/Advil).
3. Parent/guardian authorization shall be obtained and verified by the school nurse.
4. For the safety of students, all medications shall be transported to school by a parent/guardian. In special circumstances it may be necessary for the parent/guardian to contact the school nurse for an alternate medication transport procedure.
5. A certified school nurse shall administer medication to students. No person 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 and parent/guardian. No controlled substances shall be in the possession or administered by anyone other than the school nurse or parent/guardian of the student for whom the medication has been prescribed.
6. In the event of an off-site school sponsored activity, any student potentially requiring medication will follow procedures in accordance with School Committee Policy 1262. Specifically, if a student requires medication to be administered while on a field trip, one of the arrangements listed below must be made:
  - The student's parent may be requested to accompany the student on the trip.
  - With the parent's written permission to administer medication to the student, a relative of the student may be allowed to accompany the student

on the trip.

- It is to be made clear to the parent that their availability or that of another relative shall in no way affect the student's ability to participate on the trip. If neither are available, a school-nurse teacher or licensed RN may take part on the trip and be provided if necessary.

EPIPEN use is covered by state regulation and all prescribed EPIPENS will accompany students on field trips and given as required. With physician's orders and parent permission, some students are allowed to self-administer with the use of inhalers as needed.

7. A student shall be prohibited from sharing, transferring, or in any way diverting his/her medication to any other person. Administration reserves the right to revoke carry/administration privileges if a student is found to violate this policy regarding safe administration of medication.

**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 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 9th graders and all newly enrolled students. This permission remains in effect for all 4 years while attending Tiverton High School. Any student requesting four 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. 220.

### **Visitors**

All visitors to the school are to report to the main office with a valid photo ID. Visitors will receive a pass. Admission to the school is based on the approval of Administration. Students from another school who wish to spend the day at the high school should coordinate the visit through the Guidance Department with written permission from a parent/guardian. Parents of current Tiverton High School students are always welcome at Tiverton High School.

### **Work Permits**

Students may obtain a work permit through the Main Office. The permit process is valid for employment in Rhode Island only. Students who wish to obtain a permit for Massachusetts employment must obtain a permit from the school system of where the place of work is located. Students should bring proof of date of birth when applying for a permit.

## **ATTENDANCE**

It is the belief of Tiverton High School that consistent and regular attendance at school is a critical and necessary part of the educational process. School attendance should remain a priority for both students and their families.

### Arrival at School

First class begins at 7:35 AM, students must report to their first period class by 7:35 to confirm attendance. Students arriving after 7:35 AM will be marked absent unexcused. Students arriving late to school must sign-in and receive a late pass in the main office.

## **Defining Absences and Tardies**

*Absence* - A student who has attended school for less than half a day.

*Excused Absence* - Excused absences must be verified in writing within 5 school days in order to be validated. Excused absences include (with written verification):

- bereavement
- hospitalization/extended illness
- school sponsored trip
- court or legal commitment
- obligatory religious holidays
- college visitations approved by Guidance
- approved Senior Project
- in extenuating circumstances, the principal must be contacted for approval.

*Unexcused Absence* - A student who is absent from school without written verification.

*Tardy* - Arrival to school after 7:35 AM.

*Excused Tardy* - Excused tardy must be verified in writing within 5 days in order to be validated. Please reference excused absences for excused tardies.

*Unexcused Tardy* - A student who is tardy to school without written verification.

*Truancy* - A student is considered truant when he/she purposely stays away from school without parent/guardian permission. As of July 1, 2011, any student who is at least 6 years old on or before September 1 of any school year and has not yet turned 18 must regularly attend school or be homeschooled. Any student who is 16 or 17 is expected to regularly attend school or be home schooled or be considered truant.

## **Tardy to School**

Students are expected to arrive to school on time each day. Unexcused tardies to school will be monitored and assigned consequences based on the following:

- Three Unexcused Tardies: Students assigned one administrative detention.
- Five Unexcused Tardies: Parent/Guardian notification, possible multiple days administrative detention.
- Ten or More Unexcused Tardies: Parent notification and request for a meeting or phone conference. Students with ten or more unexcused tardies could potentially receive social probation, loss of parking and eligibility for athletics, clubs, and school-based activities.

## **Absences from School**

Regular, consistent attendance to school is an important step in ensuring student success. Students chronically absent from school interfere with the learning process and may lose credit on course-related work on unexcused days. A school day is considered any time beyond 50% of the day. Extra-curricular activities, work, and family vacations are not excused absences from school. Attendance to school each day is a student's top priority.

## **Procedure to Report Absences and Tardies**

Parents/Guardians of Tiverton High School should call the school on the day of a student absence to inform the school of the absence. Please call the attendance line at **401-624-8494** to notify the school that your child will be absent. Student attendance will be monitored by the following system:

- A parent/guardian calls 401-624-8494 to verify a student's absence
- Written documentation excusing the absence is provided within five days
- Any student absent unexcused will receive an automated phone call home
- At five unexcused absences parent/guardian is notified
- At ten unexcused absences parent/guardian is notified, a formal letter is mailed, and a request for a meeting is made
- After 15 unexcused absences truancy paperwork may be filed

## Early Dismissals

A written request for early dismissal signed by the parent/guardian must be presented to the main office. The request must contain the date, time, purpose for dismissal, telephone number for verification, and parent/guardian signature. Any student leaving school grounds without verified permission will receive In-School Suspension on the first offense. Additional consequences will be implemented for repeated offences.

## **Make Up Procedure**

Work missed by a student through an absence may be made up if the absence is excused or if the student is assigned out-of-school suspension. Students may receive a "zero" for any assessments missed during an unexcused absence. Students may also receive a "zero" for any assessments missed during an unexcused dismissal (no documentation). Students are granted one make-up day for each excused absence. Students who are assigned Out-of-School Suspension will be allowed to make up work following the same timing guidelines. It is the responsibility of the student to communicate with their teachers about missed work during those days.

Students who have an *Incomplete* on their report cards must complete their work within two weeks after the marking period closes.

## **Field Trips**

Field trips are an important component of students' learning plan at Tiverton High School. All field trips must be pre-approved via School Committee policy number 1262. All required documentation, including signed permission slips, must be submitted in advance for students to attend field trips. Any student with missing academic assignments, failing courses, or otherwise in academic jeopardy may be deemed ineligible to attend school-sponsored field trips. In addition, any student suspended from school or under investigation for possible behavioral infractions are ineligible to attend field trips.

## ACADEMICS

### Graduation Requirements

#### PHILOSOPHY & INTENT

Every graduate of Tiverton High School will be prepared to successfully enter the workforce or to pursue further post-secondary education. Students will have multiple opportunities to reach proficiency and successfully complete course work which is aligned with current State Standards and local requirements, as approved by the Tiverton School Committee. The Tiverton High School Academic, Social and Civic Expectations for learning as approved by the New England Association for Secondary Schools and Colleges and the Rhode Island Board of Regents for Elementary and Secondary Education Diploma System Requirements drive this policy.

Academic Requirements: Students will need to successfully complete the following Carnegie units in the designated content areas: (1 unit = a full year of study)

Subject Area	Carnegie Units	Total Credits
English	4	20
Social Studies (including 2 US History)	3	15
Mathematics	3	15
Science	3	15
Physical Education	1.5	7.5
Health	.5	2.5
Performing/Visual Arts	.5	2.5
Technology	.5	2.5
Math Related Course	1	5
Electives	5	25
<b>TOTAL</b>	<b>22</b>	<b>110</b>

\*Students will be required to take an additional year of advanced mathematics or an applied mathematics course that has been mapped to the RI Grade Span Expectations for mathematics. Applied mathematics courses include: Contemporary Topics in Math, Chemistry, Physics, Accounting, Drafting, Architectural Design, Principles of Engineering, Computer Integrated Manufacturing and Marine Carpentry Technology.

\*Students will be required to demonstrate proficiency in Fine Arts and Applied Technology. Courses that qualify in the fine arts area are Introductory Art, Ceramics I, Music Theory, Concert Chorus, Band, String Orchestra, Jazz Ensemble, Guitar Lab, Piano Lab, and the History of Rock and Roll. Courses that qualify for technology proficiency include: Computer Applications I and II, Personal Finance, Career Pathways and Introduction to DEEW Technology, Introduction to Engineering Design, Principles of Engineering, Computer Integrated Manufacturing. Students may

participate in an alternate pathway to proficiency during their four years at the high school in the areas of Fine Arts or Technology. They may also choose to demonstrate proficiency on a local technology assessment that measures the required standards.

### Physical Education

An excuse from Physical Education participation for more than two weeks can be granted only by a physician's order. This order should include the following information:

- reason for the excuse
- 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 for the Physical Education teacher. Students excused from participating in Physical Education for that time are required to attend class and remain on the sidelines.

Restricted Physical Education activity orders must state the type of activity allowed and the length of the restriction.

### **Community Service 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 of 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.

### **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 Final 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. The parent/guardian must contact school by noon on the day of the exam if a student is not present. A zero on an exam is issued to any student who is absent without parental contact. Parents are asked to please contact the school if they have questions pertaining to their child's grades.

### Early Graduation

We believe our curriculum offers a challenging, substantive four-year sequence of education experiences to meet the needs of young people. Further, we believe that co-curricular and extra-curricular activities are designed to allow for maximum maturation and readiness for future education experiences.

We recognize, however; that there are exceptional education needs that can be met by a shorter-than-traditional high school sequence. A student who wishes to graduate early must be ready to demonstrate she/he has an educational need that is atypical.

1. The student must be a sophomore in good standing.
2. The student must make a request in writing to the Principal before April 1. Parent(s) or guardian must co-sign the request.
3. The student must do the following by April 30:
  - a. Submit a schedule for third year demonstrating completion of all graduation requirements.
  - b. State clearly why a three-year program would be more advantageous for him/her than staying four years.
  - c. Demonstrate that she/he will have taken all applicable courses towards graduation.

Please see guidance and School Committee policy number 1269 for additional requirements.

### **Aspen Parent Portal**

The Aspen Parent Portal is available to parents for academic monitoring throughout the school year. School administrators and school counselors will meet with Seniors who are making insufficient progress towards graduation requirements at the end of the first semester of the Senior year to review opportunities for successful completion of all diploma requirements. Final determination of ineligibility for graduation will be conveyed to students and families five business days prior to the graduation ceremony. Please see the [Aspen Portal Website](#) to login.

### 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 adequately protect their books. Books covers are encouraged. Lost books should be reported to teachers immediately and payment for the lost book is mandatory. Students who fail to pay for lost or unreturned books will be excluded from school activities including but not limited to proms, field trips, dances, etc.

## **Guidance**

The mission of the K-12 Tiverton Public Schools Guidance Curriculum is to develop students' life-long skills and abilities in the areas of learning, living, and career skills through the guidance curriculum, individual planning, responsive services, and support systems.

The K-12 Tiverton Public Schools guidance program is modeled after the American School Counselor Association National Model and the RI Framework for Comprehensive K-12 School Counseling Programs. The foundation of these models addresses the belief and mission that every student will benefit from the school counseling program; it also contains the counseling standards, the basis of the counseling program. Our focus is, "How are students different as a result of the work of school counselors."

### Individual Learning Plan

The Individual Learning Plan (ILP) is a customized plan designed to help students define academic and career goals, establish a course sequence and search for extended learning opportunities to support students in attaining their goals. The ILP is a collaborative process involving the student, counselor, parent/guardian, and relevant teaching staff. The ILP is a dynamic document that is reviewed on a regular basis. Additional information about the format and process of developing an ILP can be found in our *Program of Studies* in the guidance office.

## **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 limitations
- . Make decisions about life
- . Develop positive attitudes

- . Choose the appropriate academic courses
- . Solve personal problems
- . Discover talents and abilities
- . Find a job
- . Design an educational plan
- . Decide on a career path
- . Increase self-understanding
- . 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.

### **NATIONAL HONOR SOCIETY**

Seniors and juniors 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.

#### National Honor Society Application Process

This process must adhere to the national policies outlined in the NHS Constitution and *NHS Handbook*. Chapters may set their scholarship criteria (cumulative GPA requirement) at or above the national minimum standard of a 3.0 GPA on a 4.0 scale. (Note that the scholarship standard must remain based on a cumulative standard. Chapters may not eliminate candidates from consideration based on individual course grades.) Candidates are then evaluated on the basis of service, leadership, and character.

1. Determine Academically Eligible Students/Notify Candidates - At the conclusion of the year, all eligible students with the required GPA are invited via email and mail to apply to National Honor Society with a deadline to submit the application. The application requests the students to comment on their involvement in the following topics: co-curricular activities, leadership positions, demonstrated leadership, community and service activities, recognition and awards, as well as craft an essay connecting to the pillars of NHS. This deadline is before the start of school and stated clearly in the letter.
2. Distribute Faculty Input Forms - The faculty at THS are then invited to rank all the students that they have had professional interaction with. This is an excerpt from the letter they receive prior to filling out the form:

*Please carefully review the list of candidates. For each of the criteria, please use the 1-4 rating scale (1 = low/poor; 2 = below average; 3 = good; 4 = high/outstanding) to evaluate any student with whom you have had professional interaction, i.e., as a teacher, adviser,*

*coach, etc. Should your rating be poor or below average for any candidate (either a score of 1 or 2), it is necessary for you to provide an additional comment that speaks to the professional rationale for this low rating or examples of the poor performance which led to the rating. If you have had no professional interaction with a candidate, please note that in the comments section.*

*Please consider these ratings as seriously as you would any grade entered into your grade book. **Note:** These ratings are not based on academic performance. That is already reflected in the grade the candidate may have received in your class.*

3. Select New Inductees - A faculty council made up of at least five members then reviews each of the faculty input forms as well as the applications to make the final selection. The faculty council remains anonymous and may not include any input from administration or the advisers of Nation Honor Society - per the National Honor Society Guidelines.
4. Inform Inductees - Emails are then sent informing the Inductees that they have been accepted into NHS. Students not accepted are sent letters explaining that they were not chosen and thanked for their hard work and encouraged to re-apply, if they are juniors. To promote continued growth and improvement, written feedback is included to the student in the event he or she is not accepted.
  - \*It should be noted that the national office does not hear appeals for student membership decisions.
  - \*\* The faculty council will also be called upon if disciplinary action is needed throughout the year

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

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

### **WORK STUDY COURSE**

Prerequisite: Completion of 90 credits, Enrollment in 4 academic classes, Approval of Administration

#### **Course Description:**

The work study program is designed for students who are currently employed and demonstrate independence and initiative in pursuing their education outside the classroom. This program provides students an opportunity to earn work experience, develop their communication skills, and practice collaboration with working professionals while meeting their academic requirements for graduation. Students will build knowledge, self-confidence, and skills to be successful in post-secondary education, the workplace, and life. Students participating in this program will attend their academic classes daily and be granted early dismissal to participate in employment or internship during school hours. Additional details regarding student and employer obligations are outlined in the Work Study Contract.

#### **Course Requirements:**

1. Complete and return the Tiverton High School Work Study Contract

2. Documentation from the student's employer confirming employment, hours, and contact information.
3. A one page reflection, to be submitted to the student's school counselor, upon completion of the program.

### Honor Roll Requirements

1. A student cannot be placed on the honor roll if he/she has a grade below B- in any subject (major or minor).
2. A student cannot be placed on the honor roll if he/she has an incomplete grade after the two-week make-up period.
3. A student must carry a minimum of four major subjects.
4. Honors will be based on grades earned for each quarter, not cumulative.
5. All graded subjects will count toward honors tabulation.
6. First Honors: All A's.
7. Second Honors: A's and B's.

### Class Rank and Weighted Grades

There are three levels of instruction in the curriculum. Courses taught at the highest level are given more weight toward determining class rank at the end of the junior year and in the middle of the senior year. Tiverton High School uses a 4.0 scale for determining class rank and grade point averages. A student's final GPA is dependent upon the weight of the courses they have taken.

#### **TIVERTON HIGH SCHOOL GPA WEIGHT CHART**

<b>GRADE RANGE</b>	<b>POINT RANGE</b>		
	<b>AP</b>	<b>LEVEL I</b>	<b>LEVEL II</b>
95+	4.66	4.33	4.00
90-94	4.33	4.00	3.66
87-89	4.00	3.66	3.33
84-86	3.66	3.33	3.00
80-83	3.33	3.00	2.66
77-79	3.00	2.66	2.33
74-76	2.66	2.33	2.00
70-73	2.33	2.00	1.66
65-69	2.00	1.66	1.33
00-64	0.00	0.00	0.00
Pass	0.00	0.00	0.00

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 the department chairperson.

### Course Level Descriptions

All courses with the Honors level designation are designed to offer in-depth study of the subject matter on a highly rigorous level. These courses are the most challenging in the curriculum. If an Honors level course also carries the AP designation, students will learn college level material. Students who are enrolled in AP courses will be given the opportunity to earn college credit (based on the individual college's guidelines) if the required Advanced Placement exam is passed.

All courses with the College Preparatory designation offer a comprehensive study of the subject matter. These courses will ensure students are prepared for college and career readiness.

### State Assessment Program

The Tiverton Public Schools supports the Department of Education's policy to improve student achievement by requiring students to take annual assessments in Mathematics, English Language Arts, and Science. Student attendance is required on test dates. Students who are absent on assessment dates are required to make up missed assessment sections requiring loss of additional class time. The School Committee supports the following state-sponsored SAT (Juniors), PSAT (sophomores), and the 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 English Language Arts and/or Mathematics proficiency will be identified as eligible for literacy and math support classes.

### **College Level 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 follow an introductory college level curriculum. Students are academically challenged and homework averages approximately one-two hours per night. Students take a cumulative AP exam in May as determined by the College Board.

### 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 college 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.

### Policy on Changing Course Requests

Generally, once a student and parent/guardian has made course selections and the 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**

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.

## **Academic Eligibility**

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

The Tiverton Public Schools sets forth the following additional academic requirements for participation in extracurricular 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.**

## **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.

### Transfer and Withdrawal

A parent/guardian must visit school for a student to transfer or withdrawal. Please report to the Guidance Office.

## **STUDENT BEHAVIOR**

Tiverton High School believes all students are positive, contributing members to the school community. All students will conduct themselves in a manner that promotes a school environment where all students feel valued, respected, and welcomed to learn and thrive.

Every student is under the direction and supervision of teachers and administration in the school during the following period of time:

- during school hours of a designated school day
- while on school premisses during the school day (student parking lot, athletic fields, etc)
- while on any school related activities
- while being transported on the school bus to and from Tiverton High School

#### Cafeteria Expectations

All students are expected to practice the general rules of good manners:

- use school-friendly language
- consume all food and drink only in the cafeteria
- clean up all papers, utensils, and food in their area
- remain in the cafeteria during their designated lunch period

#### Library Media Center Expectations

The Library Media Center is designated to support students in their academic study. Due to high demand, students must receive prior approval before visiting the Library Media Center.

- Students must seek approval from the Library Media Specialist in the morning before first block or during homeroom
- Sign in on the according period's attendance sheet
- Students must check-in with their study hall teacher before visiting the Library Media Center
- Upon entering the Media Center the student should check to ensure the Library Media staff mark him or her as present
- Books may be signed out for two weeks

#### Study Hall Expectations

All students who have a schedule Study Hall block will:

- Students should report directly to Study Hall for attendance. If a student has been permitted to report to the library, a pass must be issued from the Library. If a student has been permitted to report to another teacher to complete work, a pass should be issued prior from the teacher to be provided in the Study Hall.
- Bring books or acceptable reading material to class.
- Talking is limited to cooperative academic work, and only if it does not interfere with the independent studying of other students.

#### Senior Lounge Expectations

Seniors are granted the privilege of using senior lounge during Study Hall periods. Any conduct or academic violation may result in revoking this privilege. Students in senior lounge will:

- Follow the same expectations as Study Hall
- Be responsible for the cleanliness of senior lounge
- Be expected to follow basic school conduct guidelines

### Hallway Expectations

Students in the Tiverton High School community will:

- Proceed to class in a timely manner
- Keep hallways and lockers clean
- Use school-friendly language
- Respond to the directions of school personnel
- Students are not permitted in the hallways during the first 15 minutes of a period and the last 15 minutes of a period unless it is an emergency.
- Students are not allowed out of class without an official school pass signed by an authorized member of school staff (no passes will be issued during the first 15 minutes of class and the last 15 minutes of class).**
- Students who frequently fail to meet these expectations will be placed on hall/pass restriction.**

### Locker Expectations

Each student is assigned a locker and a combination lock for the convenience of the students. Lockers are not considered to be 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 to the main office. Any locker decoration that is distracting to the overall learning environment is prohibited. Permanent stickers, tape, glue, or anything that can damage the painted surface of the locker is prohibited. Administration reserves the right to search and inspect lockers.

### Lavatory Privileges

Students are to use the lavatory during passing times. If a student uses the lavatory during the class period, a pass must be issued. Students are expected to use a reasonable amount of time in the lavatory and then return directly to class. Students with medical conditions that require frequent lavatory use are to bring a note from their physician to the school nurse.

### 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.

### Cell Phone/Electronic Devices

Electronic devices include, but are not limited to, cell phones, speakers, radios, electric games, DVD players. No electronic devices of any kind will be allowed to interrupt the learning process in the classroom. Electronic devices may only be used in the classroom with the permission of the classroom teacher.

The following process will be followed for consecutive violation of the cell phone policy:

-First Offense: The device will be confiscated and returned at the end of the period

-Second Offense: The device is confiscated, turned in to Administration, and picked up at the end of the school day

-Third or more offenses: Parent or Guardian will be required to pick up the cell phone at the end of the day; additional consequences will include, but not be limited to, banning of the device from school grounds for one week.

The use of cell phones to make personal phone calls is strictly prohibited in the classroom, hallway, cafeteria, lavatory, and senior lounge. Students using cell phones for this purpose may be asked to turn their phone in to Administration until the end of the day. If a student needs to use a phone to call home or for other school business, he or she may request to use the phones in the administration office. Emphasis is placed on teaching students respectful use of technology, including:

- The importance of establishing and keeping online information secure
- Managing one's digital footprint and reputation, including the use of social media
- Recognizing students have identities online as they do offline
- How technology is involved with relationships and communication, including texting and online chats
- Recognizing the value of informational literacy and being informed of the source of online content
- Understanding the impact and consequences of cyberbullying (see additional information in latter section of handbook)

The use of cell phones to take pictures and videos without prior consent is prohibited. Students taking pictures or videos with cell phones without first getting a person's consent are subject to suspension at the discretion of Administration.

#### Personal Property/Valuables

In order to ensure that possessions are safe on school property, the following is recommended:

- Students are strongly urged to not bring unnecessary cash or valuables to school
- Students should lock up belongings or carry them on their person
- It is the responsibility of the students to keep personal property and valuables in a safe, secure location.

\*Under no circumstances does Tiverton High School assume liability for personal possessions brought into the school building or onto school grounds.

#### Dress Code

Students should dress in acceptable clothing for a school environment in clothing that allows them to move comfortably, concentrate on their work, participate in school and classroom activities without restriction. Clothes should not need to be adjusted in order to meet dress code. Tiverton High School prohibits any appearance or clothing that does the following:

- endangers the health or safety of the student or others**
- violates the guidelines of the dress code policy**
- disrupts the overall learning environment**

Expectations for student dress and appearance are as follows:

1. Dress and grooming will be clean, neat and in keeping with health, safety, and sanitary requirements
2. What is acceptable:
  - a. Apparel that covers the torso, hips, back, and mid-thigh, which is defined as the wearer's arm to the end of the middle finger as a point of reference
  - b. Apparel that is opaque
  - c. Tops with straps which are the width of the wearer's two fingers

3. What is not acceptable:
  - a. Low cut necklines
  - b. Leggings which are not opaque
  - c. Low sagging pants
  - d. Short shorts/skirts
  - e. Pajama pants or shirts
  - f. Halter tops/dresses
  - g. Caps, hats, hoods, any piece of clothing that covers the head in full
  - h. Apparel or accessories that advocate drugs, alcohol, sex, violence, gang symbols, or discrimination
  - i. Wallet chains
  - j. Sunglasses
  - k. No apparel, accessories, footwear, or hairstyle shall be worn that is capable of inflicting harm to the wearer, another student or school property.

Students in violation of the dress code will be referred to Administration and Administration shall render decisions in individual cases. Administration shall be the judge of acceptable dress. Religious garments shall be exempt. Any student in violation will be required to immediately make the necessary adjustments to comply with the code. Progressive disciplinary action may be applied when warranted.

### **Student Parking**

Student parking is a privilege that is extended to students who remain in good academic and behavioral standing.

1. Seniors and juniors in good academic standing and no outstanding behavioral issues are allowed to apply for a parking sticker.
2. The parent/guardian must complete and sign the parking form obtained in the Main Office.
3. Upon approval, the sticker will be applied on the driver's front windshield.
4. Students can only park in their assigned space and must lock their car before entering school.
5. Students must be accompanied by school personnel if requesting access to their car during the school day.
6. Any student found at, or in, his or her car during the school day will be disciplined accordingly (see below).

*Tiverton High School is not responsible for any damage, theft, or loss of personal property that may occur to students' personal belongings, including, but not limited to, electronic devices, clothing, or vehicles.*

*Students who drive on campus are reminded of the 10 mph speed limit and must always drive within designated lanes. Students should never park in designated Fire Lanes.*

*Students who violate any aspect of the student handbook may be subject to have their parking privileges revoked.*

#### Actions that will result in Loss of Parking Privilege

##### **Unexcused Tardy**

- Upon 4 unexcused tardies, an administrative detention will be assigned
- Upon 10 unexcused tardies, administrative detention and parent/guardian will be notified.
- Upon 15 or more unexcused tardies, administrative detention will be assigned, parking privileges will be revoked for 5 school days and parent/guardian will be notified.

#### School Bus Expectations

Safety regulations are in place for the functionality of school bus drop-off and pick-up. School busses have the right of way and all traffic must yield. Upon arrival to school, students are to report to the cafeteria/Senior Lounge area. School behavioral expectations remain similar for bus transportation. The school bus driveway, which is entered from Brayton Road., is one way from the hours of 6:45 AM to 8:00 AM and from 1:30 PM to 2:15 PM.

## **DISCIPLINARY INFORMATION**

### **Consequence Definitions**

*Teacher Detention:* Disciplinary measure where a school staff member requires a student to remain after school hour for a specific period of time.

*Lunch Detention:* Disciplinary measure that requires the student to remain with administration during the student's lunch period. The student is provided the opportunity to purchase and eat lunch.

*Administrative Detention:* Disciplinary measure that requires the student to remain after school with a scheduled staff member from 2:15 PM to 3:00 PM for minor disciplinary infractions. Students are expected to complete academic work in silence during this time.

*Social Suspension:* Disciplinary measure that requires the student to abstain from any co-curricular activities (including the athletic program) during an assigned period of time.

*In-School Suspension:* The student attends school for the entire school day and completes academic work in a separate classroom setting. Students will have access to a computer for word processing. Students turn in electronic devices to administration at the beginning of serving In-School Suspension. In-School Suspension is concurrent with Social Suspension.

*Out-of-School Suspension:* The student is prohibited from attending school and any school related activities for an assigned period of time. During an Out-of-School Suspension, parents/guardians may request academic work through the Guidance Department. Social Suspension is concurrent with Out of School Suspension.

Following an extensive Out-of -School Suspension consequence, a parent/guardian meeting is required upon the return to school

Behavioral Infraction Definitions

<b>State Code</b>	<b>Infraction</b>	<b>Definition</b>
01	Alcohol Possession	Use or sale of intoxicating alcoholic beverages. Includes being under the influence of alcohol on school grounds or at school events.
02	Arson	To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.
03	Assault/Battery of Student	An actual intentional touching or striking of another student against his or her will. When one student physically attacks or “beats up on” another student. Intentionally causing bodily harm to another student. Includes an attack with a weapon or threat with a weapon. This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security.
04	Assault/Battery of Teacher	An actual intentional touching or striking of a teacher or staff member against his or her will. When a student physically attacks or “beats up on” a teacher or staff member. Intentionally causing bodily harm to a teacher or staff member. Includes an attack with a weapon or threat with a weapon. This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security.
05	Attendance-Cut/ Skipped Class	Absence from class. Per state law, this infraction may not result in an out-of-school suspension.
06	Attendance-Cut/ Skipped Detention	Absence from detention. Per state law, this infraction may not result in an out-of-school suspension.

40	Attendance-Cut/ Skipped In-School Suspension	Absence from in-school suspension. Per state law, this infraction may not result in an out-of-school suspension.
07	Attendance-Left School Grounds	Leaving school grounds without permission. Per state law, this infraction may not result in an out-of-school suspension.
08	Attendance-Tardy/Late	Repeated tardiness/late arrival at school or class. Per state law, this infraction may not result in an out-of-school suspension.
09	Attendance-Truant	Absent for the day without authorization. Per state law, this infraction may not result in an out-of-school suspension.
10	Bomb Threat	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff.
41	Cheating/Plagiarism	Any act of academic dishonesty or breaking the rules to gain academic advantage, including cheating on tests or other assignments and appropriating another's work as one's own without the required citation or attribution.
12	Communication/Electr onic Devices	Having on one's person or unauthorized use of a paging device, cellular telephone, or other electronic communication device that violates the Code of Conduct.
13	Controlled Substances-Sale of/Possession with Intent to Sell	The sale of – or possession of, with the intent to sell – any controlled drug or narcotic substance or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by students.
15	Controlled Substances-Possession or Under Influence	The unlawful use, purchase, possession, or transportation of any controlled drug or narcotic substance, or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by the student. Includes being under the influence of drugs on school transportation, at school-sponsored events or at school.
16	Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. This includes incidents which occur on the school bus or at school-sponsored events, as well as incidents which take place on school grounds. If the action results in a more serious incident, report in the more serious incident category.

18	Fighting/Physical Altercation	Participation in a fight involving physical violence. Includes minor physical altercations and tussles, but does not include verbal confrontations. Very serious incidents should be coded as Assault/Battery.
19	Fire Regulations Violation	Causing a false fire alarm or otherwise causing others to believe that there is a fire without reasonable belief that there actually is a fire or emergency; possession of matches or lighters.
20	Forgery	Forging or tampering with school-related documents.
21	Gambling	To unlawfully bet or wager money or something else of value; assist, promote or operate a game of chance; tamper with the outcome of a sporting event or contest to gain a gambling advantage.
22	Gang Activity	Non-violent Incident Participation in activity that is not violent, per se, but is characterized by membership in or affiliation with a gang. A gang is a group of recurrently associating individuals with identifiable leadership and internal organization, identifying with or claiming control over turf, and engaging in violent or other illegal activity. Includes wearing or displaying gang symbol, dress, or colors. Updated On: August 4, 2015 incidents should be categorized according to the type of incident that occurred (e.g. Assault/Battery, Fighting, etc.)
24	Harassment-Stalking	Threatening by following or watching the victim or placing her/him in fear of receiving bodily harm, sexual assault, confinement, or restraint. Includes stalking carried out through the use of technology or any electronic device.
25	Harassment-Sexual	Unwanted sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature which is offensive and objectionable to the recipient, causing discomfort or humiliation. Includes sexual harassment carried out through the use of technology or any electronic device.
26	Harassment-Prejudice/ Hate Crimes	An action motivated by hostility or hatred due to some characteristics or perceived characteristics of the victim. Any act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to the victim's real or perceived membership in a class (including, but not limited to, race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability). Includes prejudice-related harassment or hate crimes carried out through the use of technology or any electronic device.

27	Hazing	Method of initiation into any team, organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm.
28	Insubordination/Disrespect	Refusing a directive of a teacher, administrator or other staff member.
29	Kidnapping/Abduction	The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.
30	Larceny/Theft	The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm.
31	Obscene/Abusive Language toward Student	To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, verbally or in writing, to a student, repeatedly or excessively.
32	Obscene/Abusive Language toward Teacher	To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, or in writing, to a teacher or other staff member.
42	Robbery	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
43	Sexual Assault/Battery	A sexual act committed on another person without their consent or ability to consent. Causing another person to engage in an unwanted sexual act by use of force or threat of force. Includes rape (oral, anal, or vaginal), fondling, forced kissing, and child molestation.
44	Sexual Misconduct	Any act of a sexual nature which substantially disrupts the orderly conduct of a school function. Includes sexual activity, indecent exposure, and displaying pornographic imagery. Serious, non-consensual offenses should be coded as Sexual Assault/Battery.
34	Technology-Unauthorized Use of Computers/Other Tech	Unauthorized or inappropriate use of technology; willfully causing or attempting to cause damage to technology or data. This includes any violation of local technology policies but does not include cyber bullying.
35	Threat/Intimidation	To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. This also includes bullying. Bullying means the use of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: a. Causes physical or emotional harm to the student or damage to the student's property; b. Places the student in reasonable fear of harm to himself/herself or of damage to

		his/her property; c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student; d. Infringes on the rights of the student to participate in school activities; or e. Materially and substantially disrupts the education process or the orderly operation of a school. Includes cyber bullying, i.e. or bullying through the use of technology or any electronic device. Threat or intimidation involving weapons or actual physical attack should be categorized as Assault/Battery.
36	Tobacco/Vaping	Where applicable, the possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on transportation to and from school or other school transportation. This includes, but not limited to, vape products, e-cigarettes, etc.
37	Trespassing/Restricted Area	To enter or remain on a public school campus or restricted area without authorization or invitation and with no lawful purpose for entry. May include breaking in with the intent to commit a crime.
38	Vandalism	The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner of the person having custody or control of it. This category includes graffiti.
39	Weapon Possession	The possession of any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing, bodily injury on another person. Includes firearms, bombs and other explosive devices, knives, other sharp objects, blunt objects, or harmful chemicals, as well as realistic replicas. Includes use of a weapon in which no other individuals were injured, threatened, or frightened.

The following matrix is provided as a guideline for behavioral infractions of the student handbook. This matrix is not intended, nor encompass, all possible behavioral infractions and is provided as a set of guidelines and expectations for student information. The principal makes all final decisions on appeals at the building level.

<b>Infraction/Behavior</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd or Greater Offense</b>
<i>Alcohol (Possession, Use, or Distribution)</i>	5-10 days of OSS. Police notification; Parent meeting. Possible referral to the Superintendent. Referral to the Student Assistance Counselor.	Extended OSS. Police notification. Referral to Student Assistance Counselor. Possible expulsion. Referral to the Superintendent.	

<i>Arson</i>	Extended OSS. Police notification. Possible expulsion. Referral to the Superintendent.		
<i>Assault/Battery of Student</i>	1-10 days of OSS. Police Contact. Parent meeting. Possible referral to Superintendent. Possible expulsion.	Extended days OSS. Police contact. Referral to Superintendent. Possible expulsion.	
<i>Assault/Battery of a Teacher</i>	Extended OSS. Police notification. Possible expulsion. Referral to the Superintendent.		
<i>Attendance-Cut Skipped Class</i>	One administrative detention	Two or more administrative detentions. Parent notification.	Possible one or more days ISS. Parent notification.
<i>Attendance-Cut/Skipped Detention</i>	One administrative detention	Two or more administrative detentions. Possible ISS. Parent notification	One or more assigned ISS. Parent notification
<i>Attendance-Cut Skipped ISS</i>	One additional day of ISS in conjunction with rescheduled day of ISS		
<i>Attendance-Left School Grounds</i>	One day ISS. Parent notification	Multiple days ISS. Parent notification.	
<i>Attendance-Tardy/Late</i>	One administrative detention after 4 tardies.	Multiple administrative detentions after 5 or more unexcused tardies. Parent notification.	

<i>Attendance-Truant</i>	1-3 Administrative detentions. At five unexcused absences parent/guardian is notified. At ten unexcused absences parent/guardian is notified, a formal letter is mailed, and a request for a meeting is made	After 15 unexcused absences truancy paperwork may be filed	
<i>Bomb Threat</i>	Extended OSS. Police notification. Possible expulsion. Referral to the Superintendent.		
<i>Cheating/Plagiarism</i>	Student will receive a zero on the assignment. Parent notification.	Student will receive a zero on the assignment. National Honor Society notification. One day of ISS	Administration will decide on appropriate consequence per case.
<i>Communication/. Electronic Devices</i>	Confiscation; student pick-up @ end of day	Parent pick-up and at least one detention	Possible loss of privilege; parent meeting
<i>Controlled Substance-Sale of/Possession with Intent to Sell</i>	Multiple days of OSS. Police notification; Parent meeting. Possible referral to the Superintendent. Referral to the Student Assistance Counselor.	Extended OSS. Police notification. Referral to Student Assistance Counselor. Possible expulsion. Referral to the Superintendent.	
<i>Controlled Substance-Possession or under the Influence</i>	5-10 days of OSS. Police notification. Parent meeting. Possible referral to the Superintendent. Referral to the Student Assistance Counselor.	Extended OSS. Parent notification. Police notification. Referral to Student Assistance Counselor. Possible expulsion. Referral to the Superintendent.	
<i>Disorderly Conduct</i>	A: Class disruption:1-3 teacher detention B: Aggressive Behavior:1-3 Administrative	A: Class disruption:1-3 administrative detentions, parent notification B: Aggressive	A: Class Disruption:1-3 ISS. Parent notification. B: Aggressive Behavior: 1-10 days

	detentions. Parent notification	Behavior: 1-3 ISS. Parent notification.	OSS. Parent notification. Possible referral to Superintendent
<i>Fighting/Physical Altercation</i>	5-10 days OSS. Police notification. Parent notification. Possible referral to Superintendent	Extensive OSS. Police notification. Parent notification. Referral to Superintendent. Possible expulsion	
<i>Fire Regulations Violation</i>	3-10 days OSS. Police notification. Parent notification. Possible referral to Superintendent		
<i>Forgery</i>	Dependent on the severity of the offense: 1-3 Administrative detentions. Parent notification. Possible police notification.	Depending on the severity of the offense: 1-3 ISS or 1-3 OSS. Parent notification. Possible police notification.	
<i>Gambling</i>	1-3 days ISS. Parent notification. Police notification.	1-3 days OSS. Parent notification. Police notification.	Multiple OSS. Parent notification. Police notification. Possible referral to Superintendent.
<i>Gang Activity-Non violent incident.</i>	1-10 days OSS dependent upon incident. Parent notification. Police notification. Referral to Student Assistance Counselor.	Extensive OSS. Parent notification. Police notification. Referral to Student Assistance Counselor. Referral to Superintendent.	
<i>Harassment-Stalking</i>	5-10 days OSS. Parent notification. Police notification. Referral to Student Assistance Counselor. Potential notification to Superintendent.	Extensive OSS. Parent notification. Police notification. Referral to Student Assistance Counselor. Referral to Superintendent.	
<i>Harassment-Sexual</i>	5-10 days OSS. Parent notification. Police notification. Referral to Student Assistance	Extensive OSS. Parent notification. Police notification. Referral to Student	

	Counselor. Potential notification to Superintendent.	Assistance Counselor. Referral to Superintendent.	
<i>Harassment-Prejudice/ Hate Crime</i>	5-10 days OSS. Parent notification. Police notification. Referral to Student Assistance Counselor. Possible referral to Superintendent	Extensive OSS. Parent notification. Police notification. Referral to Student Assistance Counselor. Referral to Superintendent.	
<i>Hazing</i>	Dependent upon each case, ISS or OSS. Social Suspension. Police notification. Parent notification. Possible referral to Superintendent.	Extensive OSS. Parent notification. Police notification. Referral to Superintendent.	
<i>Insubordination/ Disrespect</i>	1-2 Administrative detentions	Multiple Administrative detentions. Parent notification	ISS or OSS; Parent meeting
<i>Kidnapping/Abduction</i>	Extensive OSS. Parent notification. Police notification. Referral to Superintendent.		
<i>Larceny/Theft</i>	1-10 days OSS. Parent notification. Police notification. Possible referral to Superintendent	Extensive OSS. Parent notification. Police notification. Referral to Superintendent.	
<i>Obscene/Abusive language toward Student</i>	1 ISS or 1 OSS. Parent notification	Multiple days OSS. Parent notification.	Extensive OSS. Parent notification/meeting
<i>Obscene/Abusive language toward Teacher</i>	1-3 days ISS. Possible OSS. Parent notification.	1-5 days OSS. Parent notification. Possible notification to police and Superintendent.	
<i>Other: A.Lunch/corridor Misconduct B.Cyberbullying C.Overly display of affection</i>	A. Lunch misconduct: 1-3 Administrative detentions B. Cyberbullying:See Cyberbullying Policy C. Overly display of Affection: Warning	A.Lunch misconduct: 1-3 ISS. Parent notification. B. Cyberbullying:See Cyberbullying	A.Lunch misconduct: Possible OSS. Parent meeting. B. Cyberbullying:See Cyberbullying

<p><i>D. Food and drink</i>  <i>E. Significant Disruption to learning environment</i>  <i>F. Tardy to class</i></p>	<p>D. Food and drink: warning and removal  E. Significant Disruption to learning environment: ISS or OSS. Parent notification.  F. Tardy to class: 1 teacher detention</p>	<p>Policy  C. Overly display of Affection: 1-3 Administrative detentions.  D. Food and drink: removal, parent notification. 1-3 Administrative detentions.  E. Significant Disruption to learning environment: Multiple OSS. Parent meeting.  F. Tardy to class: one administrative detention</p>	<p>Policy  C. Overly display of Affection: 1-3 ISS. Possible Social suspension.  D. Food and drink: possible ISS. Parent notification.  E. Significant Disruption to learning environment: Extended OSS. Parent meeting. Referral to Superintendent.  F. Tardy to class: Up to 3 administrative detentions. Possible ISS. Parent notification.</p>
<i>Robbery</i>	Extensive OSS. Parent notification. Police notification. Referral to Superintendent.		
<i>Sexual Assault/Battery</i>	Extensive OSS. Parent notification. Police notification. Referral to Superintendent.		
<i>Sexual Misconduct</i>	Extensive OSS. Parent notification. Police notification. Referral to Superintendent.		
<i>Threatening or Intimidating language</i>	Depending on the nature of the threat ISS or OSS. Parent notification. Possible police notification.	Multiple OSS; Parent meeting. Police notification. Referral to Superintendent.	
<i>Tobacco/Vaping</i>	One day ISS. Parent notification. Referral to Student Assistant Counselor. Police notification	3 days of OSS; Parent meeting. Police notification.	Extended OSS: Parent notification. Police notification. Possible referral to Superintendent.
<i>Trespassing</i>	Depending on severity of the offense, one or more of the following: Administrative		

	detention, ISS, OSS, police notification		
<i>Vandalism</i>	Depending on severity of the offense, one or more of the following: Administrative detention, ISS, OSS, police notification, restitution.		
<i>Weapon Possession</i>	Extensive OSS. Parent notification. Police notification. Referral to Superintendent.		

### Cyberbullying

Any form of harassment using electronic devices commonly known as cyberbullying by students is prohibited. Cyberbullying is defined as using any electronic communication device to convey a message in any form that defames, intimates, harasses or is otherwise intended to hard, insult, humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form that disrupts or prevents a safe educational environment may also be considered cyberbullying. Students who make a report of cyber bullying are asked to preserve evidence of cyber-bullying. Students who violate this policy will be subject to disciplinary action dependent upon each case.

Forms of cyberbullying may include, but are not limited to:

- The creation of a webpage or blog in which the creator assumes the identity of another person;
- The knowing impersonation of another person as the author of posted content or messages; or
- The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions listed above.

### Tobacco/Vaping

Tiverton High School is committed to having a vape, smoke and tobacco-free environment for all members of the school community. Therefore, the use or possession of tobacco products and smoking/vaping related products on school property, at school sponsored activities, and on vehicles used in the transportation of students is strictly prohibited. Vaping products include vaping liquid and vaporizers or e-cigarettes of any kind.

Suspicion of Smoking or Vaping: Students are not permitted to loiter in the lavatories, and only one student in a stall at a time. Any student or students observed in a closed lavatory stall from which smoke or vaping odor (e.g., a fruity smell) is emanating will be reported to the Principal or Assistant Principal for suspicion of smoking or vaping. Any of these actions constitute reasonable suspicion, and as a result, students may be subjected to a search and potential disciplinary action.

If a student refuses to comply with a search, disciplinary action for being in possession, under the influence and/or insubordination is taken as stated in this handbook.

### Zero Tolerance

Tiverton High School maintains zero tolerance on any student involved with possession of drugs/alcohol, violence, or harassment of any kind. Any student found to be involved with drugs/alcohol, violence, or harassment will be immediately suspended, police notified, and referred to the Superintendent for possible expulsion.

### Search and Seizure

All lockers, closets, desks are retained by Tiverton High School. Students are entrusted to the care of these for the purpose of education. In order to preserve the safety of all school students and staff, all school property, including but not limited to lockers, closets, and desks are subject to search as determined necessary.

The following rules shall apply to periodic searches of students, school property, the property of individuals while en-route to or from school, to or from school events on school busses or in automobiles operated by students:

1. Searches of school property may be conducted at any time.
2. A search may be conducted on any area of property under the jurisdiction of the school and shall include items of personal property in the control of or possession of the student, including that which may be abandoned or discarded.
3. Searches shall be conducted based on reasonable suspicion that school rules or town, state, federal laws have or will be violated.
4. Administration is authorized to seize illegal items or contraband that may compromise the safety of students or staff or that present an overall threat to the school environment.
5. Items that may cause a disruption to the educational process or school environment may be temporarily removed from the student's possession.
6. A student refusal to submit to a search will be considered an act of admission and will be considered while designating a consequence.
7. The use of trained canines from law enforcement may occur anywhere on school property.

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., are 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.

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

### Suspension of Ten (10) Days or Less

The procedure for any students shall provide as a minimum the following:

1. The student is given oral or written notice of the charges against him/her.
2. If the student denies the charges, the student be given an explanation of the evidence the authorities possess, and be provided an opportunity to present his or her account of the incident.
3. The notice and hearing should generally 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 justifies immediate removal from school with a hearing following as soon as practicable.
4. The parent and/or legal guardian shall be informed that his or her presence at school is required. The parent will be informed of the reasons for suspension and the duration. Such notice shall be given in the parent's spoken language, unless it is clearly not feasible to do so.
5. The student and his or her parent/guardian 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.
6. 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.**

### Suspension of Ten (10) or More Days

When a student's presence endangers or threatens disruption of the academic process thus justifying immediate removal from school, notice of a hearing shall follow as soon as possible. This process may be amended accordingly per a student's Individual Education Plan.

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, with the 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.

#### 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.

## **EXTRACURRICULAR ACTIVITIES**

### Philosophy

The Tiverton Public Schools offers each and every student the opportunity to be involved in extracurricular 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, families, and to the Town of Tiverton. At all times, students are expected to uphold the values that we represent and have represented for many years. It is expected that every student be dedicated to the ideals of hard work, sacrifice, and honesty. At all times, students are expected to attempt to make positive decisions, be loyal, act with maturity, and be willing to be a representative of Tiverton High and community. We encourage our students to demonstrate individual prowess, but also to demonstrate the quality character that is expected of 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 the activities, it is an 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 of 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/guardian can have the case reviewed by the following procedure:

- The student and/or parent/guardian will meet with the advisor/coach, athletic director or assistant principal to review the disciplinary action.
- If requested, the parent will meet with the principal.
- After meeting with the Principal, the parent may appeal to the Superintendent of Schools.

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 Cheering, Cyber Patriots, Dance Squad, Drama, Future Business Leaders of America, Gender Sexuality Alliance, Hiking Club, Chess Club, Mock Trial, Math Team, Newspaper/Tiger Tales, Peer Helping Network, Portuguese Club, Readers' Forum, Salsa Club (Spanish), Ski Club, Student Council, Unified Tigers, Coalition Café, Ocean Club, Tiger Pride, and Yearbook.

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.

### Substance Abuse

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.

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.

### 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.

- Tobacco Use/Vape Use
  - First offense*: Warning; recorded offense with Athletic Director.
  - Second offense*: Automatic suspension from all athletic programs for a period of 14 calendar days from the day of the infraction. Suspension will carry into the next school year and the next sport if the 14 days is not completed in that same year of the suspension. Parents will be notified and students will meet with student assistance counselor.
  - Third offense*: Automatic suspension from all athletic programs for a period of 28 days of the total games, practice or meetings of the season of which the athlete is currently enrolled. Suspension will carry into the next school year and the next sport if the 28 days is not completed in that same year of the suspension. Parents will be notified and students will meet with student assistance counselor.
- Drug/Alcohol Use
  - First offense*: Automatic suspension from all athletic programs for a period of 14 calendar days from the day of the infraction. Suspension will carry into the next school year and the next sport if the 14 days is not completed in that same year of the suspension. Parents will be notified and students will meet with student assistance counselor.
  - Second offense*: Automatic suspension from all athletic programs for a period of 28 calendar days from the day of the infraction. Suspension will carry into the next school year and the next sport if the 28 days is not completed in that same year of the suspension. Parents will be notified and students will meet with student assistance counselor. The athlete may be recommended for enrollment in a certified treatment program.
- Drug, Alcohol, Tobacco, or Vape Distribution
  - Automatic suspension for 365 days from the athletic program. Parents will be notified and students will meet with student assistance counselor.

#### 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.

#### Academic Eligibility

All students who participate in any co-curricular activity must pass sixty percent of all classes of which they are enrolled. This will be based on term grades for all students. A student will be declared academically ineligible for the entire term, effective the first day of the next term.

#### Attendance

To be eligible to play in games, attend practice, and participate in co-curricular activities, the student must attend what is considered a full day of school. Any student who arrives after 10:50 am will not be considered as meeting that requirement. If a student is absent on a Friday, the student must gain permission from the Athletic Director or Administration to participate in any weekend co-curricular activities.

### School Suspensions

If a student is suspended either internally or externally, all co-curricular activities are suspended for that student as well.

### Hazing

Any student involved in any act of hazing is subject to suspension from the co-curricular program for the remainder of the year.

### Athletic Department Requirements

Athletic eligibility will be determined by the current standards of the Rhode Island Interscholastic League rules. This may be accessed at [www.RIIL.org](http://www.RIIL.org).

### *Insurance*

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.

- 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.
- All student/athletes must report each injury, however minor, to the advisor/coach.
- The student or his/her parent should obtain insurance claim forms from the main office of the high school.
- 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.
- 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.
- The Rhode Island Injury Fund will cover all expenses that an athlete incurs that insurance does not cover if both school and personal insurance coverage are presented. If there is only one insurance, they will deduct at least \$100.00 of the overall payment in regard to payment of the total bill.
- Parents can apply for additional coverage from the Rhode Island Injury Fund. Forms can be obtained from the Athletic Director.

### *Travel Attire and Bus Regulations*

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

- 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.
- A student will not be given permission to ride to and from an event/contest with any other third party.
- 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.

#### 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.

#### *Alcohol and Drug Policy, Physical, Risk, Insurance and Medical Consent Forms*

- All athletes must pass a physical exam and complete a medical history form. This form must be completed after July 1 of the upcoming school year or the physical exam will not be considered valid.
- 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.
- The doctor must sign and give consent for the athlete to participate.
- Parents and students are responsible for arranging their own physical examinations.
- All student/athletes and their parents must read, understand, and sign our Drug, Alcohol and Tobacco Policy before they can be allowed to participate.
- 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.
- 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.
- 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.
- 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.

#### *School Equipment Returned/Eligibility for the Next Season*

- 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.
- 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.
- Until said equipment, supplies, or uniforms are returned or reimbursed, that

student will become ineligible for the next extra-curricular activity

