

# TIVERTON HIGH SCHOOL



## STUDENT/PARENT HANDBOOK

2022-2023

Te Cognoscere

SCHOOL MOTTO

Maroon, White & Gold

SCHOOL COLORS

Tigers

**SPORTS TEAM**

School Hours 7:28-2:08

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.

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100 North Brayton Road Tiverton, RI 02878  
401-624-8494 [www.tivertonschools.org](http://www.tivertonschools.org)

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# WELCOME

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*On behalf of the faculty and staff, welcome to Tiverton High School! Whether you are returning for another year, or joining our high school for the first time, we are here to provide you with everything you need to be successful and achieve your goals. Your high school experience will be filled with opportunities focused on the development of 21st century learning skills outlined in our Portrait of a Graduate. We believe these skills will lead you to success beyond your high school and college years.*

*Tiverton high school has a strong reputation for academic excellence, but it also allows students to be enriched through a wide array of extra-curricular programs. We encourage all students to get involved in activities that interest them. Student participation in activities helps to build the foundation of great high schools, and with your help, Tiverton High School will maintain its status as one of the best public high schools in Rhode Island.*

*The contents of this handbook are a small part of the many policies and procedures adopted by the Rhode Island Board of Education and the Tiverton School Committee. This is not meant to be an exhaustive policy book, but a snapshot of the procedures, policies, and regulations that most often affect the students at Tiverton High School. The information contained has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and become an integral part of our community. Please read it carefully to become familiar with the procedures, activities, rules, and expectations we believe are necessary for effective school operations.*

*Thanks,  
Susan Craven*

*#HearTheRoar*

# CONTACTS

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## SCHOOL COMMITTEE

Dr. Jerome Larkin, Chairperson [jlarkin@tivertonschools.org](mailto:jlarkin@tivertonschools.org)

Vice-Chairperson, Diane Farnworth [dfarnworth@tivertonschools.org](mailto:dfarnworth@tivertonschools.org)

Mike DeCotis [mikedecotis@tivertonschools.org](mailto:mikedecotis@tivertonschools.org)

Deb Pallasch [dpallasch@tivertonschools.org](mailto:dpallasch@tivertonschools.org)

Elaine Pavao [epavao@tivertonschools.org](mailto:epavao@tivertonschools.org)

## ADMINISTRATION

Susan Craven, Principal..... 624-8494  
Tiffany Bolduc, Assistant Principal.....624-8494  
Jake Raposa, School Resource Officer.....624-8494

## CENTRAL OFFICE ADMINISTRATION

Dr. Peter Sanchioni, Superintendent of Schools.....624-8476  
Sarah Kraeger, Director of Special Education..... 847-3916  
Amy Roderick, Director of Finance and Administration..... 624-8476

## GUIDANCE PERSONNEL

Mrs. Nikki McGuire.....Guidance Department Chairperson  
Lisa Borges..... Counselor  
John Haas..... Counselor

## OPERATIONS AND TRANSPORTATION

Mike Mendes, Director of Operations..... 624-8476  
Director of Instructional Technology..... 624-8476  
Julie Delcourt, Director of Communications..... 624-8476  
Linda Benedetti, Director of Food Services..... 578-7295  
Sherry DelToro, First Student.....625-5562

# VISION AND MISSION STATEMENTS

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The Tiverton School District will be a premier educational institution, a source of pride and innovation, producing students prepared for post-secondary education.

Our purpose is to educate all the students we serve to high levels through high-quality instruction and positive relationships.

Our staff will be well trained and well supported to do their jobs.

## NEASC ACCREDITATION

Tiverton High School is fully accredited by the Commission on Public Secondary Schools of the New England Association of Schools and Colleges, the nation's oldest accrediting agency. Tiverton High School's last NEASC Collaborative Visit was in October, 2021.

## NEW POLICY DISCLAIMER

The policies listed within this handbook reflect the current policies of the Tiverton Schools as of July 1, 2022. In the same manner, this handbook acknowledges the current state and federal laws associated with public educational institutions in the state of Rhode Island. Should new laws and/or district policies be adopted prior to the reprinting of this publication, those updated items will supersede policies and/or laws referenced within this handbook

# AFFIRMATIVE ACTION

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*The Tiverton Public School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, activities, or employment practices in accordance with applicable laws and regulations. Additionally, the lack of English language skills of national minority persons will not be a barrier to admission and participation in education and extra-curricular programs. We provide equal access to all sponsored programs and activities.*

*If special accommodations or an alternative format of this handbook is needed, please call the main office at 624-8494.*

*Inquiries regarding compliance to laws related to sex discrimination or handicapped accessibility may be directed to the Superintendent of schools, 100 N. Brayton Road rear, Tiverton, Rhode Island 02878.*

## **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 receive 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:

Tiffany Bolduc, 504 Chair-Assistant Principal (401) 624-8494  
Susan Craven, Principal (401) 624-8494

For further information on notice of non-discrimination, visit:

1. United States Department of Education

<http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>

2. OCR New England Region - (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) Susan Rhodes, Regional Manager  
Office for Civil Rights

U.S. Department of Health and Human Services  
Government Center

J.F. Kennedy Federal Building - Room 1875 Boston, MA 02203

Customer Response Center: (800) 368-1019 Fax: (202) 619-3818

TDD: (800) 537-7697

[ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

# HARASSMENT POLICY

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## 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.

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 NONCOMFORMING 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 facilities. 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 whom 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.

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# Portrait of a Graduate

In the Spring of 2022, a task force composed of PK-12 community members, students, faculty members, district administrators, professional consultants, school committee members, town council members, local businesses, and municipal employees outlined the most essential skills that students are expected to display upon graduation from Tiverton High School. All students must sufficiently demonstrate collaboration, communication, empathy, critical thinking, and responsibility.

*“Deeper learning occurs through purposeful integration of rigorous academic content with experiences that intentionally cultivate skills, mindsets, and literacies essential for students to become lifelong learners and contributors in the 21st century”.*

The Tiverton Public Schools Expectations:

1. Collaboration
2. Communication
3. Empathy
4. Responsibility
5. Critical Thinking



# INSTRUCTIONAL STAFF

## CAREER EDUCATION/FINE ARTS

- [Kevin Calisto](#) - Department Chair
- [Matthew Ahern](#)
- [Sarah Cundy](#)
- [James Gauch](#)
- [Judith Moore](#)
- [Matthew Paquette](#)
- [William Phillips](#)
- [Adam Tracy](#)

## ENGLISH LANGUAGE ARTS

- [Sara Gray](#) - Department Chair
- [Jennifer Chieco](#)
- [Sheryl Gagnon](#)
- [Sarah Cabral](#)
- [Samantha Palumbo](#)
- [Lee McCarthy](#)
- [Julie Cortese](#)

## GUIDANCE DEPARTMENT

- [Nicole McGuire](#) - Department Chair
- [Lisa Borges](#)
- [Dan Johnson](#)
- [Kimberly Paquette](#) - Secretary

## HISTORY

- [Andrew Gacioch](#) - Department Chair
- [David Landoch](#)
- [Jen Landoch](#)
- [Eric Marx](#)
- [Lindsay Richards](#)
- [Lorne Teeter](#)

## MATHEMATICS

- [Amanda Verrastro](#) - Department Chair
- [Michelle Bennett](#)
- [Kirby Dobyana](#)
- [Lisa Furtado](#)
- [Therese Roy](#)
- [David Sylvestre](#)

## PHYSICAL EDUCATION/HEALTH

- [Matthew McGuire](#) - Department Chair
- [Lauren Corr](#)
- [Chuck Grant](#)
- [Rachel Motta](#)

## SCIENCE

- [Lee Cusumano](#) - Department Chair
- [Grace Carreiro](#)
- [Andrew Grover](#)
- [Katherine Harcourt](#)
- [Dillon Sheridan](#)
- [Mark Tavares](#)

## WORLD LANGUAGE

- [Francis Melo](#) - Department Chair
- [Lisa Ponte](#)
- [Lessly Rosales](#)
- [Jena Rosignol](#)

## SPECIAL EDUCATION

- [Olivia Barrett](#) - Department Chair
- [Jodi Kelley](#)
- [Lauren Hunt](#)
- [Joy Hennessey](#)
- [Jennifer Link](#)
- [Lindsay Jacobs](#) - Speech Therapist

## STUDENT SUPPORT SERVICES

- [Lisa Bamonte](#) - School Nurse Teacher
- [Victoria Blaser](#) - Library Media Specialist
- [Pam Dowd](#) - Social Worker
- [Kierston Prucha](#) - ESL Teacher
- [Celeste Urban](#) - School Psychologist

## SUPPORT STAFF

- [Diane Labrecque](#) - Administrative Assistant
- [Dawn Brayton](#) - Secretary
- [Carrie Belanger](#) - Teacher Assistant
- [Karen Correia](#) - Teacher Assistant
- [Michelle Costa](#) - Teacher Assistant
- [Stephanie DiPrato](#) - Teacher Assistant
- [Ashley Hummel](#) - Teacher Assistant
- [Priscilla Marshall](#) - Teacher Assistant

# BELL SCHEDULE

Tiverton High School runs a six day, seven period bell schedule with each class running 50 minutes.

7:28-8:18 (50 min)	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>A</b>
8:21-9:11 (50 min)	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>A</b>	<b>B</b>
9:14-10:04 (50 min)	<b>C</b>	<b>D</b>	<b>E</b>	<b>A</b>	<b>B</b>	<b>C</b>
10:07-10:58 (50 min)	<b>D</b>	<b>E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
11:00-11:25 11:28-11:53 11:56-12:21	<b>E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
12:24-1:14 (50 min)	<b>F</b>	<b>F</b>	<b>F</b>	<b>F</b>	<b>F</b>	<b>F</b>
1:17-2:08 (50 min)	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>



# HEALTH INFORMATION

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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 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.

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.

## **SCHOOL NURSE/HEALTH SERVICES**

Students not feeling well should report to the nurse’s office on 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:
  - a. The student's parents may be requested to accompany the student on the trip.
  - b. 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 administered 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.

### **HEALTH AND WELLNESS POLICY:**

The Tiverton School Department is committed to providing school environments that promote and protect childrens' health, well-being, and ability to learn. Students who are fit, healthy, and ready to learn are better able to achieve their academic potential. The district is concerned with the health and well-being of our students, including the prevalence of childhood obesity and its consequent health implications. The promotion of health and wellness extends to staff, as well. Healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. Thus, our district is committed to supporting health and wellness in general, including healthy eating, nutrition education, social emotional learning, and physical activity. Any food or drink allowed or offered to students during the school day should comply with the district wellness policy:

<http://www.tivertonschools.org/common/pages/DisplayFile.aspx?itemId=7494049>

For a list of acceptable snacks:

[Peanut Free Nut Free Snacks](#)

## STUDENT DIRECTORY INFORMATION

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:

- Name
- Activities/sports
- Team photographs
- Attending school
- Grade level
- Dates attended
- Weight & height
- Honors/awards received
- \*address, email, telephone listing, date/place of birth

\*Additional “Directory Information” that may be released to military recruiters or institutions of higher education.

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 complete the **PARENTAL REQUEST FOR NON-DISCLOSURE OF STUDENT INFORMATION FORM**. [Parent Request For Non-Disclosure](#)

## 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 the 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

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**Attendance and Truancy Policy** Rhode Island state law 16-19-1 requires all students between the ages of six and eighteen years to be registered in and attend school regularly. Studies show a positive correlation between good school attendance and academic success. Absenteeism, tardiness and early dismissals disrupt the continuity of learning. Attendance at school is part of a student's permanent records and parents guardians are urged to assist the school by supporting the attendance policy. It is the responsibility of the parent or guardian to encourage and monitor school attendance, report absences according to the attendance policy, and work cooperatively with the school to solve any attendance issues.

## SCHOOL DAY DEFINED

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. 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. Attending school each day is a student's top priority.

## DEFINING ABSENCES AND TARDIES

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

**Tardy** - Arrival at school after 7:28 AM.

**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.

## TIVERTON PUBLIC SCHOOLS ABSENTEEISM POLICY

It should be noted that there is no such thing as an excused absence. You are either present or absent.

Attendance at school is important and children are expected to attend school daily. The health and well-being of all students is very important as well. For this reason, sick children should not be sent to school. If a child becomes ill at school, the school will notify a parent or designated guardian. When children are absent the following attendance procedures apply:

- Absent one day: The parents should notify the school office before 9:00 am on the day their child will be out of school. If a parent does not call, the school personnel will make every effort to contact the parent to determine the reason for the child's absence.
- Absent five (5) consecutive days – The principal will direct the nurse to request a medical statement.
- Absent a total of ten (10) days – The principal will send a letter to notify parents of their child's absences in order to promote regular attendance.
- Chronically Absent, or absent more than 10% of the school year: The Principal will send home a nudge letter, either via email, paper copy or text, through the RI Department of Education Absenteeism Tool. In addition, to assist students who are chronically absent, the Principal and School SEL Team will work with families to set up support if needed.

Please note:

School activities cannot supersede attendance in class before or after a school event. In order to take part in any activity, a student must attend a normal, full day of school. Coming in more than 1 hour late or being dismissed 1 hour before the end of the school will exclude a student from taking part in any after school or evening activity. Any exception to this rule must be made by the administration unless the following circumstances apply:

Religious observation

Illness, injury, health treatment, or examination

Family emergency or bereavement

Legal or judicial requirement

## **TEACHERS RESPONSIBILITY REGARDING ATTENDANCE**

1. Maintain accurate period by period attendance in Aspen.
2. Provide make-up work and assignments to students.
3. Do not accept notes from parents or students.
4. Promptly record all unexcused absences on Aspen and forward the report to the main office.

## **ARRIVAL AT SCHOOL**

First class begins at 7:28 AM, students must report to their first period class by 7:28 to confirm attendance. Students arriving after 7:28 AM will be marked absent. Students arriving late to school must sign-in and receive a late pass in the main office.



## **TARDY TO SCHOOL**

Students are required to report to school on time. Any student who is late to school must report to the main office to sign-in to school.

In order for tardiness to school to be excused, the reason for tardiness must be communicated by the parent and accepted by the school administration. Some examples of valid reasons for tardiness to school are: personal illness, family emergency, religious holiday or doctor's appointment. Some examples of invalid reasons for tardiness to school are studying for a test, oversleeping, malfunctioning alarm clocks, missing the school bus, conducting errands, waiting for a late ride and the like. Excessive tardiness may result in a parent receiving a letter from the District. A referral to truancy if tardiness continues after proper notification and communication occur.

1. Five tardies are allowed per semester. There is no designation between “excused” and “unexcused” tardies.
2. When a student has accumulated 6 tardies and beyond, an office detention will be given.
3. When a student has accumulated 10 tardies and beyond, the following may occur:
  4. Parking privileges may be suspended
  5. Parent conference may be requested
  6. Truant Officer may be contacted
7. When a student cuts after school detention (which was assigned for accumulated tardies), the student will be suspended from extra-curricular activities until detention is served.
8. If the student cannot serve detention for a reason deemed appropriate by the administration, 5 hours of community service will be assigned.

9. In all cases when a student reports to school one hour after the start of school, a note from a parent must be provided. This note must have acceptable and verifiable reasons for the tardiness.
10. Any student with a recurring health problem or other unique situation which could result in habitual tardiness may have this policy reviewed prior to the fourth tardy. Extenuating circumstances need to be addressed with the administration.
11. Safety should always come first. In inclement weather, tardies will be reasonably excused.
12. Students who are late to school are prohibited from bringing coffee cups into the school building (i.e. Dunkin, etc.).

## **PROCEDURE FOR ABSENCES AND TARDIES**

Parents/Guardians of Tiverton High School should call the school on the day of a student's 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.

## **EARLY DISMISSALS**

1. Early dismissal must be validated by the administration.
2. Doctor and dental appointments will be accepted; students are expected to return to school following such scheduled appointments.
3. The request for early dismissal must be verifiable.
4. Upon receipt of communication from parents, students will be entered into Aspen for an early dismissal. The preferred method of early dismissal is a written note, however, when parents give permission for students to sign out via a phone call, parents must then communicate with their student to come to the main office to sign out. At that time, students will then be dismissed to either meet their parents outside of school or if they drive themselves, to go to the parking lot.
5. If parents fail to inform the school of an early dismissal, they must come in to school and have the student called out of class to sign-out. Parents should NOT call/text students during class and expect them to be dismissed by the office without prior communication.
6. Students who fail to sign-out of school or do not have parental permission will be addressed as truant.
7. Any student leaving school grounds without verified permission will receive In-School Suspension on the first offense.
8. Any exceptions to the aforementioned rules must be approved by the administration.

## **TARDY TO CLASS**

Individual students are responsible for their attendance and tardiness. An appropriate consequence is recommended for students who are late to class at the discretion of the teacher. A student more than five (5) minutes late to class without an acceptable reason will be considered to have cut the class. Excessive class tardiness shall be referred to administration by the teacher of appropriate disciplinary action.

## **MAKE UP PROCEDURE**

### **Make-Up Work Due to Absence from School**

Work missed by a student through an absence may be made up.

**If a student is absent from school due to:**

- Religious observation
- Illness, injury, health treatment, or examination
- Family emergency or bereavement
- Legal or judicial requirement

The following is in effect:

- 1) One-day absence: Work can be made-up when the student returns to school.
- 2) Short-term (2-3 days): Work may be obtained through communication with the teacher and Google Classroom. Work must be completed within 5 days.
- 3) Long-term: Work will be handled on an individual basis with arrangements being made between teachers and parents.
- 4) When students miss class on the day of assessment, they will be expected to make-up the assessment after school on the day their teacher is available. In the absence of that opportunity, they will make-up any assessments the second day after returning. Individual circumstances may be adjusted based on the teacher's judgment.

\*Please note that students and parents/guardians can email any teacher to inquire about missed work. Additionally, many teachers post classwork online that may be accessible from home, while away from school. When prudent, students are encouraged to take advantage of this extended access to course content from home.

When students and their families take vacation time outside of the regularly scheduled school vacation time, students are eligible to make-up work if prior notification is given to the student's teachers and the administration. Teachers are not obligated to provide such work in advance, but may do so at their own discretion. Students are responsible for obtaining such work, whether from their teachers or other students, and are expected to submit such work on their first day of return. Assessments will be made up per the guidelines listed on the previous page in accordance with the aforementioned make-up policies.

It is the responsibility of the student to communicate with their teachers about missed work during days absent.

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.



# TIVERTON HIGH SCHOOL GRADUATION POLICY

## PHILOSOPHY & INTENT

Every graduate of Tiverton High School will be prepared to successfully enter the workforce or pursue post-secondary education. Students will have multiple opportunities to reach proficiency and successfully complete course work 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 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
*Math Related Course	1	5
Science(including 2 lab sciences)	3	15
Physical Education/Health	2.5	10
*Performance/Visual Arts	.5	2.5
*Technology (Computer Science)	.5	2.5
Electives	5	25
<b>TOTAL</b>	<b>22.5</b>	<b>110</b>

Beginning with the class of 2026, all students at Tiverton High School will be required to enroll in Computer Science.

Beginning with the class of 2027, all students at Tiverton High School will be required to enroll in Algebra I, Geometry, and Algebra II.

Beginning with the class of 2027, all students at Tiverton High School will be required to take the minimum of two years of the same Foreign Language class.

\*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:

Chemistry, Physics, Accounting, Drafting, Architectural Design, Principles of Engineering, Computer Integrated Manufacturing, Marine Carpentry Technology.

Personal Finance and Contemporary Topics in Math are two term courses and can be taken together to fulfill the extra year of mathematics.

\*Students will be required to demonstrate proficiency in Fine Arts and Applied Technology. Courses that qualify in the fine arts area are Introductory Art, Music Theory EEP, Concert Chorus, Concert Band, String Orchestra, Jazz Studies, Guitar, Piano, the History of Rock and Roll, and Digital Music Production EEP.

Courses that qualify for technology proficiency include: Introduction to Computer Science, Introduction to Engineering Design, Principles of Engineering, Computer Integrated Manufacturing, and the Physics of Engineering, and Technology 700, Drone Technology and Robotics.

# PROFICIENCY BASED REQUIREMENTS

1. Successful completion of a Senior Project, Capstone Project, Portfolio Exhibition, or Graduation Portfolio is required for graduation.
  - a. For Senior Project, students will choose a topic and complete a project that includes the following: an annotated bibliography; a physical product or demonstration related to the research; 15 hours of documented time with a mentor (usually an expert in the topic area); a portfolio documenting the process; a research paper and a final oral presentation. Specific details and timelines will be provided on the Senior Project web page at [www.tivertonschools.org](http://www.tivertonschools.org) and at an informational assembly at the end of junior year.
  - b. The following classes offer a final performance based assessment that includes an exhibition, a portfolio, or a Capstone product that will fulfill the students' Senior Project requirements: AP Computer Science, AP Chemistry, AP Physics, AP Government, AP Art, AP Psychology, and the CTE Approved programs. All students will also be required to present on Senior Project day their exhibition, portfolio, or Capstone product.
2. Multiple opportunities for students to demonstrate proficiency will be provided through end of course and common assessments in the areas of English, Mathematics, Science, Social Studies, Fine Arts, and Technology. Proficiency will be determined by a student's successful completion of course requirements and overall performance on all course assessments throughout the year. Performance on the state assessment in ELA, Math, Science, and the Senior Project will also serve as measures of proficiency. Proficiency requirements for Social Studies, Technology, and Fine Arts will be aligned to state and national standards.

All major elective courses (i.e. World Languages and Fine Arts and Careers) will also require student demonstration of proficiency on mid-year assessments, end of course, and common assessments.

## **COMMUNITY SERVICE LEARNING REQUIREMENTS:**

Students will complete 30 hours of approved community service learning beginning in grade 7. Students must also successfully complete all required reflective writings based upon their community service.

## **WAIVERS TO REQUIREMENTS:**

Students requesting alternate means of meeting the above graduation requirements, such as credit for prior experience, or dual enrollment, shall have their transcripts and other evidence of proficiency reviewed by a Graduation Review Committee that shall include members from the school administration and the Proficiency Based Graduation Requirements Team.

Individual situations not addressed within this process will be handled on a case-by-case basis at the school administration level. Students and families wishing to appeal the Graduation Review Committee's decisions must cite the reasons in writing to the Superintendent within ten business days. Students and families will be notified of the outcome of the Superintendent's review within ten business days.

## **TRANSFERRING STUDENTS**

The following guidelines shall apply to students who transfer into Tiverton High School:

1. A Senior Project must be successfully completed during the senior year. Senior Project requirements for students entering after the first term of their senior year will be prorated as outlined in the Senior Project Handbook.
2. Students who have completed a proficiency-based requirement of their previous high school, comparable to Senior Project will be exempt, so long as that requirement of their previous high school was approved by the Rhode Island Department of Education.
3. Community service requirements for all transfer students will be prorated as outlined in the Student Handbook and Community Service Learning Hand book.

## **COMMUNICATION & PROGRESS MONITORING**

As part of a comprehensive guidance and advisory program, Tiverton High School students shall complete an Individual Learning Plan (ILP). Individual Learning Plans are mapped academic plans and profiles that reflect each student's unique set of interests, needs, learning goals, and graduation requirements. A team, including the student, his/her family, the advisor, and other support personnel help the student write an ILP, which includes authentic and challenging learning experiences that help each student to succeed. As a team, they are mutually responsible for helping the student with his/her personal plan and they review, evaluate, and update the ILP as the student progresses. The process allows students to become active, responsible participants in their educational development and planning.

Students, in consultation with responsible adults, will establish academic, career and personal/social goals. In addition, students will develop plans and actions to achieve these goals. THS advisory teachers will monitor their advisees' progress toward successful completion of a Senior Project, Community Service Learning and other graduation requirements throughout their four- year experience. This process will help to ensure that all students are well supported to reach the goal of becoming a productive and knowledgeable citizen as stated in the Tiverton High School core values.

Families will receive ongoing communication from teachers and school counselors regarding their children's progress towards these graduation requirements through quarterly, mid-year, and end-of-year progress reports.

"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. We encourage families to reach out to your child's counselor if there are concerns about academic progress.

## **APPEALS**

Students who have been denied a diploma may appeal the decision in writing to the Principal of Tiverton High School. The appeal shall cite specific reasons for disagreement, and if the student is under the age of 18, it must be co-signed by a parent/legal guardian. A response to the student/legal guardian appeal will be made within 2 business days.

If the appeal is due to unsuccessful completion of the Senior Project the written letter of appeal must be filed to the Principal of Tiverton High School within 2 business days of the Senior Project presentation. An independent Appeals Panel that will include members from the school administration and Proficiency Based Graduation Requirements Team will consider the appeal. No member of the Appeals Panel will have participated in the appellant's Senior Project presentation. If the Appeals Panel is presented with substantial evidence supporting the appeal, then the panel may authorize another Senior Project presentation to be conducted by a new team of evaluators.

If the Appeals Panel denies the appeal, the student may further petition the decision to the Principal. If denied by the principal, the appeal may be presented following the normal appeal procedure through the Superintendent, the School Committee, and the State Commissioner of Elementary and Secondary Education.

# CREDITS

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Credits are point values given to a subject depending upon how it is scheduled. A course that meets every day for a full year is designated as a five-credit course. If it meets for a half year, (i.e. for a semester), it is a 2.5 credit course. Students need to receive a final grade of a 65 or better to pass and receive credit for any course.

Students are not required to repeat subjects that were passed with a minimum grade of 65. Students who earn less than a passing grade must either:

- Enroll in a credit recovery course
- Repeat that course during the following school year
- Or attend an approved summer school program.

Students must meet the criteria and have prior approval in order to take a summer school course. Please refer to the Summer School section of the Program of Studies (p. 15). It is recommended that the student who fails a course take the summer school option when permissible. Students should always check with their counselor to clarify graduation requirements. All exceptions to the graduation requirement must be recorded in writing by the department chairperson, counselor, principal, and superintendent.

## **COURSE LOAD**

All students must carry a minimum of 7 (Carnegie Units) each year. It is recommended that each student try to carry the maximum credits of coursework. As a result, the student will have greater exposure to course offerings. Furthermore, in the event of failure, a credit deficiency will not be created.

Although the guidance counselors will contact students and parents when a credit deficiency exists, it is the responsibility of the student to be sure that he or she has enough credits for promotion as well as graduation.

# GRADUATION REQUIREMENTS

The Rhode Island High School Diploma System was designed to ensure that all students successfully complete a rigorous diploma program. Embedded in the program are multiple, authentic opportunities for students to develop and demonstrate the knowledge, skills, and abilities essential to post-secondary success in the workplace or college.

The minimum requirements for a high diploma are:

- Successful completion of 20 courses
  - 4 English Language Arts courses
  - 4 Mathematics courses
  - 3 Science courses
  - 3 Social Studies courses
  - 6 additional courses, which may include Physical Education and Health, the Arts, Technology, and World Language
- Demonstrated proficiency in 6 core areas (English Language Arts, math, science, social studies, the Arts and technology)
- Completion of one performance-based diploma assessment (Graduation Portfolio, Student Exhibitions, Senior Project and/or a Capstone Product)

A graduate of Tiverton High School must earn a minimum of 20 courses.

Specifically, each graduate must successfully complete coursework in the following subjects:

The requirements are:

English	4 Carnegie Units
Mathematics (Including Algebra 1, Geometry, Algebra 2)	4 Carnegie Units
Physical/Natural Sciences(Including 2 lab sciences)	3 Carnegie Units
History/Social Sciences	3 Carnegie Units
*World Languages (In the same world language)	2 Carnegie Units
Health/Physical Education	2.5 Carnegie Units
Performing/visual Arts	.5 Carnegie Units
Technology (including Computer Science)	.5 Carnegie Units

The remainder of credits required will be earned through courses chosen by the student.

- ⇒ All students will be required to successfully complete the Senior Project for graduation.
- ⇒ All students will participate in end of the year departmental assessments, which include proficiency tasks.
- ⇒ Students medically excused from Physical Education must submit proof of limitations to the principal in writing.
- ⇒ All students graduating from Tiverton High School must have a completed ILP (i.e. individual learning plan).

Please refer to the Tiverton School Department Policy for Graduation found on pages five through eight of the Program of Studies.

**\*Class of 2027 and beyond**

## **ASPEN PARENT PORTAL**

The Aspen Parent Portal is an online tool available to parents and guardians that can aid in the monitoring of a student's progress throughout the course of the year. It is the responsibility of parents/guardians and students to regularly check ASPEN regarding student progress. 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.

## **GRADING**

It is the policy of Tiverton high school to give feedback to students quickly as we recognize the importance of feedback and its relationship to student performance. To ensure students are provided feedback in a timely manner, the policy of the Tiverton Public Schools for grading is as follows:

Daily work and quizzes: Within 5 days

Tests: Within 10 days

Projects and papers: Within 15 days

## **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.

## **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.

## **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 that there is 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. 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.

## **TEXTBOOKS and ELECTRONIC DEVICES**

Furnished by the school, textbooks, electronic devices, and chargers must be returned 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. Book 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. For Electronic Devices and Chargers, please refer to the Tiverton Public Schools Acceptable Use Policy.

## **NATIONAL HONOR SOCIETY**

Current seniors and juniors who have maintained a 3.5 cumulative grade point average are eligible for National Honor Society Membership. Beginning with the class of 2026, eligible students must maintain a 3.7 cumulative grade point average. 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.

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 the 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. 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 the 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.

## **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 and Google Classrooms. Homework can be counted up to 10% of a student's grade.

# ACADEMIC ELIGIBILITY

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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.

Eligibility Requirements:

Minimum Participation Standards for Co-Curricular Activities Policy.

- Co-curricular activities are sponsored in the Tiverton Public Schools to complement the primary function of the school: intellectual growth to the greatest potential of each student.
- Co-curricular participation and the representation of one's school is a privilege - a privilege to be enjoyed by each student upon the completion of the student's primary responsibility.
- It is the goal of minimum participation standards to encourage our students to work harder and to meet their academic responsibilities at a level more consistent with average and acceptable performance.

In order to participate in co-curricular activities and athletics each student must earn a passing grade in every course in which the student is enrolled. If a student earns a failing grade for a course for the quarter marking period they may still participate by taking part in the Extracurricular Activities Report Notification (EARN) program.

Students who have more than one failure in any course are deemed ineligible and may not participate until they are passing all classes as indicated by a quarterly report card. Terms of the EARN Program are as follows:

Any student with a failing grade is ineligible to participate for a period of two weeks following the issuance of quarterly report cards to the general student body.

- During the initial two-week period of ineligibility the student on probation should report to the Principal's Office or Athletic Director's Office for an EARN form.
- The EARN form contains all reporting dates for the subsequent marking period. It is the responsibility of the student to bring the EARN to ALL of the student's teachers for input on performance, behavior, and effort.

- The EARN form should be returned to the Athletic Director's (sports) or the Principal's Office (all other activities) on the specified dates and must indicate successful progress in ALL courses. If successful progress is indicated the student will be declared eligible for the next two-week period, until the next EARN form is due.
- While involved in EARN students are encouraged to schedule regular extra help sessions with teachers.

The definitive data for determining eligibility is the day report cards are issued to the general student body. Quarter four grades from the previous year will be used to determine eligibility for the first quarter of the next academic year.

PLEASE NOTE: Local eligibility requirements exceed the minimum requirements as stated by the Rhode Island Interscholastic League (RIIL).



*Hear The Roar!*

# GUIDANCE

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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."

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 ehall pass. 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 rescheduled.

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

1. Assess strengths and limitations
2. Make decisions about life
3. Develop positive attitudes
4. Choose the appropriate academic courses
5. Solve personal problems
6. Discover talents and abilities
7. Find a job
8. Design an educational plan
9. Decide on a career path
10. Increase self-understanding
11. Coordinate when applicable with outside social service agencies and institutions.

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.

## **STUDENT ASSISTANCE COUNSELOR**

The Student Assistance Counselor is available for students to discuss alcohol and drug-related issues in a confidential setting. Students may initiate conferences with School Counselors and the Student Assistance Counselor and are encouraged to do so. From time to time a classroom teacher or the principal/assistant principal may recommend that a student visit a counselor for short-term or timely assistance or support.

## **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.

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.

## DESCRIPTION OF LEVELS OF COURSES

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

AP, Level I (Honors), Level II (College Prep)

**TIVERTON HIGH SCHOOL GPA WEIGHT CHART**

<b>Grade Range</b>	<b>Advanced Placement</b>	<b>Honors Level One</b>	<b>College Prep Level Two</b>
<b>95 +</b>	<b>4.66</b>	<b>4.33</b>	<b>4.00</b>
<b>90-94</b>	<b>4.33</b>	<b>4.00</b>	<b>3.66</b>
<b>87-89</b>	<b>4.00</b>	<b>3.66</b>	<b>3.33</b>

<b>Grade Range</b>	<b>Advanced Placement</b>	<b>Honors Level One</b>	<b>College Prep Level Two</b>
<b>84-86</b>	<b>3.66</b>	<b>3.33</b>	<b>3.00</b>
<b>80-83</b>	<b>3.33</b>	<b>3.00</b>	<b>2.66</b>
<b>77-79</b>	<b>3.00</b>	<b>2.66</b>	<b>2.33</b>
<b>74-76</b>	<b>2.66</b>	<b>2.33</b>	<b>2.00</b>
<b>70-73</b>	<b>2.33</b>	<b>2.00</b>	<b>1.66</b>
<b>65-69</b>	<b>2.00</b>	<b>1.66</b>	<b>1.33</b>
<b>00-64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Pass</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

It is recommended that students work with their parents/guardians and counselors to plan for an academic program that is consistent with their Individual Learning Plan (ILP). All students are individuals whose needs may be similar to others, but they will rarely be identical.

## **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.

## **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.

## **INDEPENDENT STUDY**

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

## **SUMMER SCHOOL**

Students are permitted to attend summer school to make up for 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. 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 withdraw. Please report to the Guidance Office.

# STUDENT BEHAVIOR

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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.

## DISCIPLINARY INFORMATION

When a student is excluded from all or part of class(es) or school activity(ies), the student must report to the building administrator for a planning conference. One or more of the following courses of action may be pursued: Hall restriction, lunch restriction, detention, social suspension, in-school suspension, suspension, community service, restorative practices, Diversion Program.

## CONSEQUENCE DEFINITIONS:

### RESTORATIVE PRACTICES

Restorative Practice is a proven approach to discipline in schools that favors relationships over retribution and has been shown to improve behavior and enhance teaching and learning outcomes (Thorsborne & Blood, 2013). The following is a partial list of recommended restorative practices that may be used when appropriate and when time and resources permit:

1. Mediation
2. Restitution
3. School Community Activities
4. Restore Relationships
5. Student Reflection and Goal Setting
6. Student Responsibilities

Restorative Questions/Private discussions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you've done?
- In what way have they been impacted?

- What do you think you need to do to make things right?

#### Mediation:

- What can you do to fix this?
- Is there anything you'd like to say to him/her/they?
- What do you think will help him/her/they feel better?
- If this had happened to you, what would you want to occur now?  
(Assurances)

#### Restorative Conference/Proactive Circle:

- Academic goals:
  - What is your goal for class this week?
  - What is something you need in order to get your work done?
  - What steps will you complete this week toward carrying out your project?
  - What accomplishments have you made in this class this past month?
- Behavior Problems:
  - What was your part in the problem?
  - What can we do to make sure this does not happen again?
  - How do you feel when you get teased? (or when students make jokes while the teacher is talking? OR whatever the appropriate behavior may be).

#### Family Group Decision Making/Family Group Counseling:

- Problem outlined by members of Social Emotional Team.
- Team members leave.
- Family alone time, written plan is discussed.
- Team re-enters meeting and reviews the plan with family and student.

#### The goals of restorative practices that respond to wrong-doing include:

- Fostering understanding of the impact of the behavior-listening to what others have to say.
- Repairing the harm that was done with people and relationships-acknowledgement of feelings
- Attending to the needs of victims and others in school-Encouragement of expression, assurances
- Avoiding imposing on students intentional pain, embarrassment, and discomfort
- Actively involving others as much as possible

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

***Lunch Restriction:*** 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.

***Hall Restriction:***

Hall restriction may be used when a student's education performance is hindered by their inability to use unsupervised time appropriately. The student will be allowed out of the classroom under the supervision of an adult.

***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 Restriction:*** 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.

***Community Service:*** In some cases, students may be given an opportunity to perform community service in lieu of alternative consequences.

A list of agencies and activities will be provided and it is the responsibility of the student to arrange the work schedule and complete the service in the allotted time. Failure to complete the community service by the assigned deadline will result in more serious consequences such as out-of-school suspension.

***Diversion Program:*** Our administrative team believes all students should be allowed to reflect, learn, and take responsibility for their behavior. At THS, we have a Diversion Program supporting this process. In lieu of suspension, students and families may agree to enrollment in the following Diversion Program:

For behavior issues related to vaping, smoking, drugs, marijuana, marijuana oils, or alcohol, students will be asked to participate in an Intervention Diversion Program. This program's mission is to educate students on sound decision making that includes an educational experience with an online class supported by the Tiverton Prevention Coalition, community service at THS, and meetings with our substance abuse counselor. The number of hours for community service and counseling will vary. If the incident potentially involves a criminal offense, the School Resource Officer may be called as Tiverton High School follows all local, state, and federal requirements and laws surrounding behavior and conduct.

Principals, Assistant Principals, and the Superintendent are authorized to suspend for ten (10) days or less. Principals and Assistant Principals must seek authorization from the Superintendent to suspend more than five (5) cumulative days annually. Suspension of more than ten (10) days is effective only after action is taken upon recommendation of the Superintendent. No suspended student may return to school unless their parent or guardian meets with the Administration. Students who are suspended from school will not be able to attend or participate in extracurricular activities during the period of suspension. Suspended students must remain off school property at any district school or off campus school related activity for the duration of the suspension and until the reinstatement meeting with the parent/guardian. Suspended students who violate this rule will be considered to be trespassing and the police will be notified. Offenses which threaten the safety of the Tiverton school community or violate the spirit of positive participation in student life may carry up to a thirty (30) day extracurricular suspension. The administration may assign extracurricular suspension in the event of infractions including but not limited to:

- Assault and/or fighting • Bullying, Harassment, and Intimidation
- Substance abuse

- Vandalism or damage to any school property
- Theft
- Academic Dishonesty
- Disruption of school
- False fire alarms/Bomb threats
- Tampered smoke detectors
- Continual disregard for school rules

## BEHAVIOR BREACH

Students who violate the behavior expectations in our school community will receive consequences. Teachers are encouraged to manage student behavior within the classroom and in the halls. When students are unable to conduct themselves in the expected manner, the administration will intervene.

Breaches in conduct include, but are not limited to:

- Assault to other students (verbal/physical)
- Assault to Faculty or Staff (verbal/physical)
- Threatening harm to Faculty, Staff, or other students
- Breaching security measures (opening exterior doors, accessing restricted areas, etc.)
- Cell phone/Ear bud violation
- Cheating /Plagiarism
- Discrimination and discriminatory language (hate crimes, racism, etc)
- Disorderly Conduct that disrupts the learning environment
- Food delivery to school grounds
- Foul or offensive language
- Failure to report to adult directed instructions (to the office, Guidance, etc)
- Gambling
- Inappropriate display of affection
- Insubordination to any THS Faculty of Staff member
- Leaving Class without permission
- Leaving School Grounds
- Parking violation or misuse of parking privilege
- Possession or use of weapons or devices used as a weapon
- Possession or use of nicotine products, vape pens, pods, JUULs, cigarettes, dip etc.
- Possession, use or under the influence of alcohol, drugs, marijuana oils

- Posting of inappropriate material during school hours to social media, etc
- Refusal to surrender prohibited items (hats, devices, cell phones, etc...)
- Refusal to place items in locker
- Selling or distribution of drugs, alcohol, controlled substances, marijuana, marijauan pens, or nicotine products
- Skipped classes without permission
- Skipped detention (teacher or office)
- Student removal from class
- Tampering with school, teacher, or staff property
- Theft of any kind
- Threat of harm to other students
- Threat of harm to adults
- Unauthorized photographs, video recording or audio recording of teachers, staff and students
- Vandalism of school property or the property of teachers, staff, other students
- Videotaping altercations or fights

## **EXPECTATIONS**

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
- attend lunch only at their designated time

## **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
- 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

## **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 issued 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 will be issued two hall passes a day. 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. Students are encouraged to use the lavatory during passing times.

## **SCHOOL BUS EXPECTATIONS**

Safety regulations are in place for the functionality of school bus drop-off and pick-up. School buses have the right of way and all traffic must yield. Upon arrival at 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.

## **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, so they are to be put away during class time.

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 the 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.

## **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.

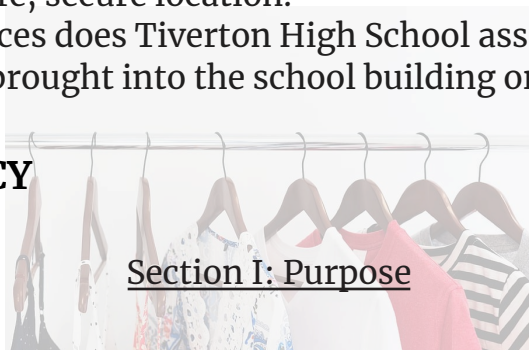
## **PERSONAL PROPERTY/VALUABLES**

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

1. Students are strongly urged to not bring unnecessary cash or valuables to school
2. Students should lock up belongings or carry them on their person
3. 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 POLICY**



### Section I: Purpose

The atmosphere of a school is heavily influenced by students choice of clothing, because of this, it is imperative that important actions are taken to protect the educational environment

#### *(i.) Protection of Students*

#### **All Students Should...**

- Be able to dress comfortably without fear of disciplinary action or body shaming.
- Focus on learning.
- Be held accountable for their actions by their peers.
- Be able to dress without fear of humiliation by their peers.
- Practice good hygiene alongside the dress code i.e deodorant, etc.

#### *(ii.) The Goals of the Dress Code*

#### **The Dress Code Is Put In Place To...**

- Promote a safe learning environment for all students and faculty.
- Prevent distractions.
- Allow students to feel comfortable in their clothing of choice.
- Allow students to feel supported whilst representing their religion through their clothing.

- Give students the opportunity to wear clothing that represents their self-identified gender.
- Prohibit students from wearing clothing that promotes or hosts offensive images, language, hate speech and/or pornography.
- Continue to support all students equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, political views and personal style.

## Section II: Clothing Regulations

Students will be asked to use their best judgment when choosing their clothes for school. While the Clothing Regulations section of the dress code aims to be as thorough and concise as possible new trends can appear that the dress code does not have a clear statement on. The administration and faculty reserve the right to dress code a student if they deem their clothing inappropriate or unsafe even if the dress code does not have a clear statement on said clothing.

### *(i.) Approved Clothing*

#### **Students May Wear...**

- Religious and Cultural Headwear
- Hooded sweatshirts provided the hood is not over the head
- Fitted pants, leggings and yoga pants
- "Shorts" provided the shorts are no higher than the mid thigh
- Midriff baring shirts, so long as the majority of the stomach including the belly button is covered
- Ripped jeans, so long as the rips are below the mid thigh
- Tank tops (spaghetti straps)
- Open back / Open toe shoes

### *(ii.) Banned Clothing*

#### **Students May Not Wear...**

- Clothing depicting unlawful acts of violence
- Clothing depicting drugs, alcohol and/or any illegal items/activities
- Hate speech, profanity and/or pornography
- Inappropriate jewelry such as dog collars, cat collars & spiked collars
- Visible undergarments
- Pajamas & Slippers

- Beach/Swimwear
- Transparent Garments that reveal your undergarments
- Strapless Tops ("tube" tops), Halter Tops that tie behind the neck
- Hats/Hoods, helmets and/or headwear that obscures the face (with the exception of a religious observance)
- Accessories that could be considered dangerous or could be used as a weapon
- Clothing that is too excessively low cut and revealing

**Students Must Wear...**

- Shirt/top
- Bottom-pants, sweatpants, shorts, skirts, dress, leggings
- Shoes

**Enforcement**

Section I: Teacher Actions

Being dress coded in front of one's peers can make a student feel self conscious and insecure about their body therefore the appropriate steps must be taken in order to prevent problems like this from occurring

*(i.) Teacher Guidelines*

**Teachers May...**

- Not call out a student in front of a class. The teacher will engage in a private conversation with the students. The teacher will then email the assistant principal who will then have a private conversation with the student explaining the infraction.
- Not dress code an individual without providing a clear reason. If a student feels that they did not violate the dress code they are able to appeal their infraction to the assistant principal or principal.

*(ii.) Resolving an Infraction*

If a student fails to comply in finding a solution to their infraction whether it be a solution listed below or another solution given by the Assistant Principal

they will be subject to disciplinary action and possibly sent home for the rest of the school day.

### Options To Resolve An Infraction...

- Covering the infraction with another article of clothing such as a sweatshirt flannel, pair of sweatpants, etc.
- Changing into a new pair of clothes brought to school by the student's parents and or guardian.

### *(iii.) Student Consequences*

First Offense	Warning
Second Offense	Conference with Assistant Principal
Third Offense	Phone call home, conference with student and parent or guardian, detention
Continued Offenses	Will result in further disciplinary action and referral to the Assistant Principal or Principal

## **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, intimidates, harasses or is otherwise intended to hurt, 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;

- 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.

## **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 having their parking privileges revoked.*

## **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, marijuana products, including oils, 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

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

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.

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.

# EXTRA CURRICULAR 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 comes 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.

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 a 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 a student assistance counselor.
- Drug/Alcohol/Marijuana, Marijuana Oil 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 a 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 a student assistance counselor. The athlete may be recommended for enrollment in a certified treatment program.
- Drug, Alcohol, Tobacco, Marijuana, Marijuana pen or Vape Distribution
  - Automatic suspension for 365 days from the athletic program. Parents will be notified and students will meet with a student assistance counselor.

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 begins. If a written request is 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.

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.

### 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. Students 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. Students must present documentation of 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.

### 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 parents 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, provided 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.

### 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 extracurricular activity.

**TIVERTON HIGH SCHOOL**



**TIVERTON HIGH SCHOOL**

This is to verify that my child and I have reviewed the 2022-2023 Tiverton High School Student Handbook and we understand the obligation to follow the THS Rules and Policies outlined in the handbook.

**STUDENTS'**

**NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

(Please print)

**DATE:** \_\_\_\_\_