

Scituate High School



Student Handbook 2017 - 2018

94 Trimtown Road
N. Scituate, RI 02857

401-647-4120

www.scituatehighschool.com

The Student Handbook Receipt on Page 49 must be signed and returned to the High School Office by Friday, September 15, 2017

Consent and Opt-Out Forms on Page 46, 47, and 48, may be completed and returned to the High School Office by Friday, September 15, 2017 and will remain in effect until the next school year.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE # _____

EMAIL ADDRESS _____

Please note that there are significant changes to the 2017-2018 Student Handbook:

- District Non-Discrimination Policy – p.5
- New Breathalyzer Policy – p.23
- Changes to the ALC Policy – p.15
- Changes to the Honor Roll Criteria – p.11
- Reprint of Vacation Absences Policy – p.26

TABLE OF CONTENT

Welcome Letter	4
Alma Mater	4
Non-Discrimination Policy (District)	5
District Mission and School’s Core Values and Beliefs	5
Academic Expectations and Learning Outcomes	6
Alternate Discipline Penalties	20
Alternative Learning Center (ALC)	16
ARC Period/Activity Period	11
Arrival To School	21
Bookbags/Backpacks	32
Breathalyzer Policy	24
Bullying	23
Cafeteria	32
Cheating / Plagiarism	24
Class Cutting	21
Class Membership	9
Class Rank Procedures	10
Controlled Substance/Alcohol Policy	25
Course Drop/Change Policy	8
Dance Regulations	32
Department Nights	33
Detention Policy	16
Directed Literacy Periods	12
Discrimination Policy	41
Dual Enrollment Program	12
Early Dismissal	20
Electronic Devices	33
Eligibility Requirements – Activities and Sports	27
Employment / Working Papers	34
Evacuation / Lockdown Drills	34
Extra/Co-Curricular Activities	29
Field Trips	29
Grade Reporting System	9
Graduation Credits	9

Graduation Requirements	9
Grounds for ALC / Suspension	19
Guidance Department	7
High School Honor Roll	12
Independent Study Policy	11
Internet Use	34
Interscholastic Athletics	29
Late Buses	39
Library Media Center	35
Lockers	35
Lost or Damaged Items (Personal)	37
Lost or Damaged Items (School)	36
National and Rhode Island Honor Society	14
Nurse's Office / Health Services	37
Parent Portal / Interim Reports	10
Passes	38
Period 8 & 9 – Activity Periods	19
Policy on Violence and Weapons	26
Recommendations for College Bound Students	9
Refreshments in School	38
Report Cards	10
School Bus Rules	38
Selection of Courses	7
Sexual Harassment	39
Smoking	22
Sportsmanship Policy	31
State Testing	9
Student Attendance Policy & Vacation Absences	27
Student Decorum	42
Student Discipline	15
Student Dress	42
Student Parking	43
Summer School and Tutoring	13
Suspension and Exclusion	17
Tardy To Class / School	21
Telephones	43
Truancy	22
Truant From School	22
Withdrawal From School	44
Consent Forms - Release of Student Directory Information	44 - 48
Parent Signature Form	49

WELCOME TO SCITUATE HIGH SCHOOL

Your high school years should be among the greatest times of your life. Take advantage of your youth and energy by committing yourself totally to your school and be the best person you can possibly be. Set your personal and academic goals high and strive for excellence in your studies. Socially, it is important to join and be an active member of your class and a sport, club or activity of your choice. Try out for a team or become actively involved in promoting school spirit and sportsmanship. Work tirelessly to promote a positive spirit toward others. Get involved and be a part of the great things that happen during your high school years!

As an important first step toward clear communications, we have prepared this handbook/organizer to assist you in class. It will help you to keep a daily homework schedule, serve as your journal for directed literacy activities, and to organize your assignments and appointments. This handbook is also designed to acquaint you with the rules, regulations, and policies that govern our school. It is your responsibility to read this handbook and familiarize yourself and your parents/guardians with its contents.

You will derive benefit from your high school program in direct proportion to what you put into your development. There are many people on the faculty and staff who will help you, should you want the help. No one needs to feel alone. If you are concerned over an issue that is affecting you, seek advice and counsel with a trusted adult. Please feel confident that our administration has an open door policy and feel free to see us with any questions or concerns.

On behalf of the entire faculty and staff, we wish you a most successful and pleasant school year.

Michael D. Hassell
Principal

Mr. David A. Sweet
Assistant Principal

ALMA MATER

Alma Mater Scituate we hold you so dear
Ever onward we go whether far or near
We will sing praises high of our blue and white
Alma Mater be you near lending strength and light

We will hold our heads up high do our best for you
Glory to you we bring in all that we may do
We will sing praises high of our blue and white
Alma Mater be you near lending strength and light

Nancy DeVolve
Class of 1959

**SCITUATE SCHOOL DEPARTMENT
POLICY ON NON-DISCRIMINATION**

It is the policy of the SCITUATE PUBLIC SCHOOL DEPARTMENT not to discriminate on the basis of age, sex, sexual orientation, race, religion, national origin, color or handicap in its educational programs, activities and employment practices in accordance with applicable laws and regulations. If you require an accommodation in order to attend a meeting or program at a school, call the Affirmative Action Office at 647-4100 at least two business days in advance of the meeting or program. Inquiries regarding compliance with laws related to sex discrimination and handicapped accessibility are to be directed to Dr. Michael Sollitto, Assistant Superintendent, 197 Danielson Pike, North Scituate, Rhode Island 02857, Telephone 401-647-4100.

SCITUATE SCHOOL SYSTEM

Mission Statement

The mission of the Scituate School System is to provide all students with the knowledge and skills necessary to become responsible, successful and contributing citizens in a continually changing world.

SCITUATE HIGH SCHOOL

Core Value and Belief Statement

Scituate High School is a collaborative community in which all stakeholders:

- Contribute to a mutually respectful and nurturing learning environment
- Support the mental, physical, and social development of each student
- Empower students to reach high academic, civic, and social standards
- Aid in students' acquisition of 21st century visual, informational and digital literacy skills, including analytical and creative thinking and reasoning
- Encourage students to gain cultural and global awareness through collaboration in the use of real world technology tools and applications
- Teach students to become effective communicators, problem solvers, and responsible, contributing citizens
- Foster student acquisition of the knowledge and skills necessary to pursue their personal and professional goals.

STUDENT ACADEMIC EXPECTATIONS AND LEARNING OUTCOMES

The curriculum, program of studies, and course specific assessments assure that Scituate High School graduates demonstrate competency in a wide body of knowledge, achieve the school's academic expectations, and exhibit personal habits that enhance their physical and emotional growth. The faculty embraces and incorporates the following student academic expectations in coursework throughout the school. Graduates of Scituate High School will:

1. Communicate effectively through speaking, writing, listening and reading

- 1.01 Students engage in effective oral communication in front of an audience
- 1.02 Students communicate effectively during class discussions
- 1.03 Students communicate effectively through the use of writing for a variety of purposes and audiences
- 1.04 Students listen actively, critically, and responsibly
- 1.05 Students demonstrate the ability to comprehend, process, evaluate, and use print and visual material from a variety of genres

2. Think critically and problem solve effectively

- 2.01 Students use higher order thinking skills to research, analyze, and evaluate information from a variety of sources
- 2.02 Students use critical thinking skills to make informed decisions, formulate independent thoughts, and solve problems

3. Demonstrate active involvement in their own education

- 3.01 Students participate in self-evaluation, class critiques, and class discussions
- 3.02 Students demonstrate initiative, responsibility, and self-discipline in achieving success in all content areas
- 3.03 Students participate in assignments, projects, performances, and conduct research as required by set standards
- 3.04 Students work cooperatively to achieve a shared goal

4. Use current technology effectively and responsibly to enhance learning in the content areas

- 4.01 Students use appropriate technology in content areas
- 4.02 Students use appropriate technology to collaborate on assigned tasks in content areas

5. Explore and express their creativity and curiosity

- 5.01 Students demonstrate originality, creativity, and curiosity in their work

5.02 Students critically interpret various forms of human expression

**THE GUIDANCE DEPARTMENT
401-647-4108**

Core Values and Beliefs

The Scituate Middle and High School Guidance Department's mission is to provide a comprehensive, developmental counseling program addressing the academic, career, and personal/social needs of all students.

Belief Statements:

- Every student can benefit from a comprehensive school counseling program
- All students should have access to our school counseling program
- Connections between the school, parents, and students is essential to students achieving their full potential
- Counselors advocate for what is in the best interest of the student
- Counselors provide support to students, parents, faculty and administrators
- Collaboration with all members of the school community is essential to meet the individual needs of students
- Counselors provide assistance and tools to help students plan for their future

SELECTION OF COURSES

The selection of courses is an important responsibility that is shared by the school staff, parents and students. The achievements, interests, abilities and future goals of the student should be considered in selecting courses. The courses offered at Scituate High School are diversified to meet the broad range of needs and talents among students. Elective courses will be offered if enough students enroll and sufficient certified staff is available.

Scituate High School provides guidance services to help students select programs that will meet their individual needs. Individual Learning Plans (ILP) are created by each student in consultation with counselors and the approval of parents.

In order to ensure a positive, successful experience for all students, certain classes have prerequisites. Honors, Early Enrollment, and Advanced Placement courses are rigorous offerings and should be elected by students who possess the skills, motivation, and desire to perform to the highest of standards, and the required prerequisites.

Failure of a course may affect the final student schedule for the new school year. Students must be aware of course prerequisites that might include a minimum grade in a course. Students not meeting prerequisites may have their final schedules changed.

Student enrollment in all courses may be adjusted according to student selection and eligibility. Determination for all course enrollments is based on students' final course grades.

POLICY FOR DROPPING SUBJECTS AND CHANGING SCHEDULES

In the spring, students, with the assistance of parents and guidance counselors, give serious consideration to the selection of subjects for the following year. These selections consider what best fit the students' needs and abilities. The Selection of Studies Sheet, is mailed home, signed by parents and returned to the respective guidance counselor. The sheet states there will be "no change in this curriculum in September."

After the fifteenth day of class, no changes are made in student schedules. Exceptions to this policy are made only after consultation among the principal, the respective guidance counselor, parent, department chairperson and all teachers involved.

Any change that is made is in the best interest of the student. If dropping of a course results from the aforementioned meeting, the student receives his/her grade at the time the class is dropped. This grade will appear on the student's report card for the given quarter; it will not be included on the student's transcript. The course will appear on the student's transcript with a "w" to designate the class as one from which the student withdrew.

GRADUATION REQUIREMENTS

Each student graduating from Scituate High School must meet the following graduation requirements:

- Completion of 21 Credits
- State Testing Requirements
- Successful Completion of Comprehensive Course Assessments
- Successful Completion of a Senior Project

The Board of Regents requires all students to demonstrate proficiency in six (6) core areas: English, Mathematics, Science, Social Studies, the Fine Arts, and Technology.

GRADUATION CREDITS

Students must earn twenty-one (21) credits to receive a high school diploma. Of the twenty-one credits, eighteen (18) credits are required coursework: English (4 credits); Mathematics (4 credits); Science (3 credits); U. S. History (1 credit); Social Studies (2 credits); Fine Arts (1 credit); Physical Education (2 credits); and Health (1 credit).

Any student who has not fulfilled the graduation requirements of Scituate High School will not be allowed to participate in graduation exercises unless granted special exception by the Scituate School Committee under extenuating circumstances.

All students must carry a full schedule of 5.75 credits a year. A credit is earned by successfully completing any subject meeting four times a week for one year.

STATE TESTING/ASSESSMENTS

Every year RIDE mandates various state assessments. All students are expected to take these assessments as required. Parents must submit, in writing, their reasons for not allowing their child to participate in the state assessments. This must be submitted to the building principal three (3) weeks prior to the beginning of the state assessments. Any student whose parents or guardians have not communicated their intent to not have their student participate in advance to the adherence to the above guidelines are expected to take the state assessments.

RECOMMENDATIONS FOR COLLEGE BOUND STUDENTS

Many colleges, including Rhode Island College and the University of Rhode Island, are requiring a minimum of eighteen (18) CORE CREDITS in the areas of English, Mathematics, Science, Social Studies and Foreign Language. Additional credits may be desired in other areas such as the fine arts and technology. All colleges have their respective requirements for admission. Therefore, early research into potential colleges is necessary to ensure course requirements are completed.

CLASS MEMBERSHIP

A student must have earned **4.25** credits to be a member of the Sophomore Class; **9.25** credits to be a member of the Junior Class; and **14.25** credits to be a member of the Senior Class.

PARENT PORTAL / INTERIM REPORTS

The Parent Portal is available so that student progress information can be accessed at any time. Parents will be given a secure access code from guidance in order to view student grades, attendance and other pertinent information. The parent portal will provide information to keep parents informed of timely student progress information as well as allowing two-way communication between parents and teachers. Interim reports will no longer be mailed home.

REPORT CARDS

There are four marking periods during the school year. Report cards are issued for students in grade nine through twelve four times yearly in November, January, April and June for each of the four marking periods. The pupils will take their report cards home the day they are issued. Student achievement is indicated on the report cards for grades 9-12 in the following manner using alphabetic grades: A,B,C,D,E, and F. There are two grades of failure: E and F. **Students receiving a failure grade of E are *eligible* to attend summer school or be tutored; students receiving a failure grade of F are *not eligible* for credit from summer school or tutoring.**

A schedule of report card distribution dates will be in the annual summer newsletter.

GRADE REPORTING SYSTEM

A+	100-97	C	76-73
A	96-93	C-	72-70
A-	92-90	D	69-65
B+	89-87	E	64-60
B	86-83	F	Below 60
B-	82-80	INC	Incomplete
C+	79-77		

CLASS RANK PROCEDURES

	1 Credit	.5 Credit	.25 Credit
A+	4.3000	2.1500	1.0750
A	4.0000	2.0000	1.0000
A-	3.7000	1.8500	.9250
B+	3.3000	1.6500	.8250
B	3.0000	1.5000	.7500
B-	2.7000	1.3500	.6750
C+	2.3000	1.1500	.5750
C	2.0000	1.0000	.5000
C-	1.7000	.8500	.4250
D	1.0000	.5000	.2500
E, F	0.0	0.0	0.0

A student's class rank is calculated at the end of the freshman, sophomore, and junior years. Class rank is calculated for seniors at the end of the First Semester, which determines class Valedictorian and Salutatorian, and for the purpose of college admission. **Students must have a minimum of 6 semesters at SHS to be eligible for Valedictorian or Salutatorian.** The method of calculating rank is as follows:

- Include all students.
- Include grades for all courses taken in grades 9-12.
- Assume a letter scale with a numerical quality point value given to each letter:
- All full-year AP courses will be assigned an additional weight factor of 1.50 and all full-year Honors and Early Enrollment courses will be assigned an additional weight factor of 1.00 for full year courses and .5 for semester courses. Grades of E and/or F will not receive an additional weight factor.
- Rank-in-Class is determined by adding quality points earned (#3) divided by the total credits attempted.

POLICY FOR INDEPENDENT STUDY

Independent Study is designed to provide students with the opportunity to undertake an advanced study not offered in the program of studies or to take a course independently because of schedule conflicts. Independent Study may only be taken as a sixth subject.

In applying for independent study, the student must obtain recommendations from his/her Guidance Counselor, Department Chairperson, and Principal.

The student must present a well-developed, clear, logical outline of the proposed subject he or she wishes to study. This outline should include: description of the problem or project; methods and resources to be used; time line for completion of projects; and ways in which the independent study would be evaluated.

A specific, well-defined end product is expected from the student's investigation. The student must secure the services of a volunteer teacher who has the approval of the Department Chairperson involved to supervise the independent study. The grading system for independent study will be Pass/Fail and appropriate credit will be earned. Applications will be made through the student's guidance counselor.

HIGH SCHOOL HONOR ROLL

To achieve **HIGH HONORS**, a student must perform at the highest level with grades of 90 or better in all classes. To achieve **HONORS**, a student must excel with grades of 80 or better in all classes. Weight factors will be applied to AP/EE/Honors courses only for GPA purposes.

DUAL ENROLLMENT PROGRAM

Dual enrollment programs that allow students to gain college credit while fulfilling their high school requirements are available through Community College of Rhode Island and Johnson and Wales University. See your guidance counselor for details.

DIRECTED LITERACY PERIOD (DLP)

Each student is required to receive 330 minutes of instruction each day. Directed Literacy Periods, as well as the ARC Period, will count as instructional time.

When in a DLP, students are to have all the necessary books and materials needed to spend the entire period reading and studying.

To avoid any distraction, the following regulations will be enforced:

- There will be no locker permissions and no permission to go to a teacher or to other rooms (including the computer room and Guidance) without previously having obtained a signed pass from the teacher or other person involved;
- Lavatory permission shall be granted only in emergencies;
- There is to be no talking, creation of other distractions, no card playing, no use of iPod/mp3 players with headphones, cell phones, electronic games, et cetera.

Students in all grades are required to attend Directed Literacy, Senior Seminar, or ARC during Periods 8 and 9.

STUDENTS DO NOT HAVE "FREE PERIODS"

These expectations will apply to ALL students.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:55 – 8:50	1	7	5	4	2
8:55 – 9:50	2	1	6	5	3
9:55 – 10:50	3	8	7	9	4
10:55 – 12:15	4	2	1	6	5
Lunch Wave					
12:20 – 1:15	5	3	2	7	6
1:20 – 2:15	6	4	3	1	7

PERIOD 8 AND 9 / ARC and ACTIVITY PERIOD

Students in Grades 9, 10, and 11 will be required to participate in Period 8 - Academic Reinforcement Class (ARC) or club activity during Tuesday's Period 8 each week. Grade 12 students will be enrolled in Senior Seminar during period 8 to complete their senior project with the assistance of their senior seminar leaders. The time spent in ARC or when attending the other activities will count toward the required 330 minutes of instruction. During **Period 9** on Thursdays, students will be encouraged to attend and participate in a club activity such as Art Club, NEED Club, Unity Club, Student Council, SADD, Charity Club, Chess Club, Philosophy Club, Yearbook, and others or attend a DLP activity.

SUMMER SCHOOL OR SUMMER TUTORING GUIDELINES FOR THE MAKEUP OF FAILED HIGH SCHOOL COURSES

Students who elect to attend summer school or be tutored in the summer will be allowed to makeup only two (2) courses in which they receive a final grade of E. Students who received a final grade of D in certain Mathematics courses and Foreign Language courses can attend summer school to improve their Final Grade and/or to meet the prerequisite of the next course in the sequence of courses. Please refer to the Program of Studies for additional information about prerequisites.

Students who intend to be tutored must have advanced approval of the Principal. The tutor must possess a valid Rhode Island teaching certificate and must provide a minimum of thirty (30) hours of instruction for the area in which the student is being tutored.

Successful completion of a course in summer school or by summer tutoring will raise the final grade earned during the school year by one letter grade. The maximum letter grade that can be earned is C. Summer School courses can also be taken for personal academic growth and development. The course(s) and grade(s) will not be substituted for corresponding school courses.

Since four years of high school English are required for graduation, English 9 is a prerequisite for English 10, English 10 is a prerequisite for English 11, and so on. Students will have to make up failures in the required high school English courses by (1) attending summer school during the next summer semester; (2) receiving tutoring in the next summer semester; (3) as a junior, by taking a course at an institution of higher education; (4) as a senior, by taking double English; or (5) requesting a variance from the School Committee.

NATIONAL HONOR SOCIETY

High School juniors and seniors are eligible for induction into the National Honor Society. Selection and continued membership are based on scholarship, service, leadership and character. *Students do not apply for membership*. Selection is an honor bestowed on the student. Non-selected students will be informed of the areas where the Faculty Selection Committee felt they did not meet the standards. The Scholarship standard is based on a student's cumulative grade point average (GPA) beginning in grade nine and continuing until the end of the first semester of their current grade. To be eligible for consideration for the Society, a student must have a GPA of 3.600 or higher.

The service standard is fifty (50) hours of documented service for grade eleven induction, eighty (80) hours for grade twelve, and a total of ninety (90) hours by March of the senior year. Service hours accumulate beginning in grade nine. The following pace is recommended: 10 hours in grade nine, 20 hours in grade ten, and 30 hours in both eleventh and twelfth grades. Verification forms are available from the Honor Society advisors and in the Media Center. Students are expected to find their own projects. Suggestions and information are available from the NHS advisor.

Classroom, school, and peer leadership are considered for the leadership qualification. Classroom leadership is defined as positively influencing others to do their best; taking challenging academic courses; and going beyond what is expected. School leadership is based on participation in extra curricular activities.

Character is evaluated on the following definition: The student of character demonstrates the highest standards of honesty and reliability. He/she shows courtesy and concern for others; upholds school regulations; and observes instructions and rules both in and outside the classroom.

Finally, the Faculty Selection Committee considers it to be the responsibility of the individual student to be aware of National Honor Society induction standards and his/her GPA, to perform service on a regular basis, and to maintain the highest standards of leadership and character.

RHODE ISLAND HONOR SOCIETY

Rhode Island Honor Society is for seniors only. Prospective members are considered on the basis of character and scholarship. The academic standard is a GPA of 3.300. Character is defined under the National Honor Society.

**NATIONAL HONOR SOCIETY
DISCIPLINE / DISMISSAL POLICY**

Members of the National Honor Society are expected to maintain their selection standards. NHS membership is a commitment to the standards of scholarship, service, leadership, and character. If a student falls below his/her induction standards in any area, he/she will:

- First: Receive a written explanation from the NHS advisor.
- Second: Be given the opportunity for a hearing before the Faculty Selection Committee.
- Third: Be given a limited amount of time to correct the deficiency or face dismissal.

Discipline may include but is not limited to the following: probation, loss of privileges or participation for a limited time, additional community service, and dismissal from the NHS.

According to the NHS Constitution, dismissal is permanent. Once dismissed, a student cannot be considered for re-admission. He/she must return the membership pin and certificate. Violations of school policies in the areas of substance abuse, weapons, and test taking, or repeated problems in the same selection criteria, may result in an immediate recommendation for dismissal.

NHS discipline and dismissal decisions are subject to the same right of appeal as any other school discipline policy.

STUDENT DISCIPLINE

Good discipline in the school is extremely important to the school program. For without good discipline, the school cannot discharge its responsibility in the development of good citizenship. Without good discipline, students cannot realize their greatest opportunities for growth.

The Scituate School Committee recognizes the right of a student to receive an education. Our schools exist for this purpose. In recognition of this basic right of students, it becomes the responsibility of the school authorities to provide and maintain a suitable environment for learning. The school committee expects that the school's administration will do everything in its power to maintain and facilitate the educational program so that the individual needs of each student are met to the greatest possible degree. It becomes the responsibility of each student to conduct himself in such a way as to promote a good learning environment for him and others. Standards of good citizenship are expected of all students. Individual conduct shall reflect consideration for the rights of others; respect for persons and property; and conformity to school rules and regulations so as to maintain a proper school environment. When student infractions of the discipline

code occur, the Scituate School District utilizes a number of strategies as consequences for violation of the school rules. Among those strategies are Parent/Guardian Conference, After School Detention, Alternative Learning Center (ALC), and Out of School Suspension. Parents/guardians will be notified by phone or mail when students are assigned consequences for violation of school rules.

HIGH SCHOOL DETENTION POLICY

Office Detention

After school detention begins at 2:25 PM and ends at 3:30 PM.

- The date on which students serve their detention will not be left to their discretion but to the discretion of the administration.
- Students who fail to report for after school detention will be given two additional days of after school detention or be assigned to ALC.

Teacher Detention

- Students will not serve two teachers' detentions during the same time.
- Teachers may keep students after school without 24-hour notice.

Note: Students who are detained by a classroom teacher for less than one hour will be sent or escorted by the teacher to the after school detention room for the remainder of the hour.

ALTERNATIVE LEARNING CENTER (ALC) POLICY

The Alternative Learning Center begins at 7:50 AM and ends at 2:15 PM unless a detention is assigned by the administration due to the severity of the offense. At 2:15, students in ALC are to check in to the AP Office prior to leaving school. Students assigned to ALC Students forfeit the opportunity to participate in athletics, or attend other extracurricular activities, or to be on school grounds after hours during the day(s) assigned to ALC.

1. Student who are assigned to ALC will report to the AP office at 7:50 AM to check in, **leaving their cell phone/electronic devices with the AP Office.** ALC students will then report to the ALC Room (Room 101) at 7:50 AM with the materials and books they will need for that day. Personal reading is allowed after assigned classwork is completed.
2. Assignments will be requested from teachers. Students will be given these assignments at the appropriate period of the day. Failure to do the assigned work will result in a zero (0) for that work. Any student needing services provided from the school such as resource help, visits from the guidance counselors, school psychologist and/or the school social worker will be provided those services during the time he/she is in ALC.

3. Students will sign in to a seat and remain seated and quiet unless otherwise instructed by the supervisor. Students will not be allowed to sleep.
4. Students will eat during the first lunch period. Lunch may be ordered from the cafeteria (from the student's account) and will be brought to the room. Students will only be allowed to eat or drink at lunchtime. **No "Take-Out" orders will be accepted.**
5. Individually, students will be allowed to go to the lavatory at three designated times: 10:15 a.m., 12:45 p.m., and 2:00 p.m.
6. Excluding lunch time and lavatory times, students will not be allowed to leave the ALC Room unless authorized by an administrator.
7. Any student who exhibits disruptive behavior or fails to obey the instructions of the supervisor will be removed from ALC and sent to the office. A parent will be contacted to come and remove that student from school. If a parent cannot be contacted or is unable to come to school, that student will remain in the office until the end of the day. That student will not be allowed to return to school until a parent conference is conducted with an administrator. An additional day of ALC or out of school suspension will be assigned.
8. Students forfeit the opportunity to participate in athletics, or attend other extracurricular activities, or to be on school grounds after hours during the day(s) assigned to ALC.

SUSPENSION AND EXCLUSION

The Superintendent or Building Administrator may temporarily suspend any pupil on account of disobedience or misconduct and in accordance with school rules. The Scituate School Committee, after a proper hearing, may exclude any student for such time as it may determine, or permanently expel the student. School Committee policy states that any student who has reached his/her sixteenth birthday may be excluded from school for improper conduct.

Suspensions for ten (10) days or less may be made by the Superintendent or Building Administrator. Suspensions for more than ten (10) days and expulsions shall be made by the School Committee.

No student with a disability as specified by the Rhode Island Board of Regents guidelines shall be excluded, suspended, or withdrawn from school for reasons deriving only from the handicapping condition. The sole exception to this regulation shall be made by the Superintendent of Schools. A student so excluded shall be afforded home tutoring and counseling therapy as determined by the evaluation team in an effort to

determine a reassignment to a program which can better meet the specific needs of the student.

For Suspensions of ten (10) days or less:

1. That the student be given oral or written notice of the charges against him/her;
2. That if the student denies the charges, the student be given an explanation of the evidence the authorities possess;
3. That the student be given the opportunity to present his/her version;
4. That notice and hearing generally should precede the student's removal from school 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, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable;
5. That in the event a student has not attained the age of eighteen (18), notice containing the reason for suspension and the duration thereof be given to the parent(s) or legal guardian. Such notice shall be given in the parent's/guardian's spoken language, unless it is clearly not feasible to do so.
6. Students serving Out of School Suspension are not permitted on school property before, during, or after school hours throughout the duration of the suspension. Students also forfeit the opportunity to participate in athletics, or attend other extracurricular activities, or to attend such events during the period of the suspension. Suspensions end at 11:59 PM of the last assigned day.

For Suspensions of more than ten (10) days and expulsions:

1. Prior to suspension or expulsions, except for such time as not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice of hearing shall follow as soon as practicable. The student shall be afforded:
 - a. a clear written statement of the reason for suspension or expulsion;
 - b. 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 hearing; and
 - c. if a hearing is requested, the student shall be given a prompt notice, setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation, without undue delay.

2. In the event a student has not attained the age of eighteen (18) the parent(s) or legal guardian shall be afforded the procedures stated in Sections a, b, & c above. Such notice is written in the parent's/guardian's spoken language, unless it is clearly not feasible to do so.
3. The student shall be afforded a hearing at which the student shall have the right to representation and participation by counsel, cross-examination of witness(s), and presentation of witness(s) in his/her behalf.
4. 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.
5. The student shall be furnished a copy of the record without cost.
6. A written decision shall be rendered within a reasonable time.
7. The student shall promptly be provided with a copy of said decision.
8. A copy of the decision, together with the record, shall be forwarded promptly to the Commissioner of Education if there is an appeal.

**MISCONDUCT CONSTITUTING GROUNDS FOR
ALC and/or SUSPENSION**

The following types of offenses could lead to suspension from school:

1. Excessive tardiness to school or to class
2. Cutting class
3. Failure to attend detention as assigned
4. Truancy from school
5. Smoking/using vapor devices in school buildings, on school grounds, on school buses, or at school-sponsored activities
6. Leaving the school building or school grounds without permission during regular school hours (including lunch time)
7. Use of obscene or profane language directed toward other students or school staff members
8. Insubordination - Failure to carry out the reasonable directives of a staff member
9. Cheating and/or plagiarism
10. Repeated violations of existing rules and incorrigible, disruptive classroom behavior
11. Destruction of school property
12. Bullying

13. Verbal, physical, and/or sexual harassment of other students or teachers
14. Threatening or assuming a threatening attitude toward students or school staff members
15. Spreading false or malicious rumors
16. Physical attacks upon other students (assaults or fighting) or school staff
17. Possession of any kind of weapon such as a knife, a gun, a blackjack, et cetera; in school, on school grounds, or at a school-sponsored event
18. Violation of the Controlled Substance/Alcohol Abuse Policy
19. Any other offense the administration deems necessary.

A parent conference is necessary for readmission in the case of out of school suspension.

Students who engage in behaviors described in #10 through #19 on the above list subject themselves to serious consequences that, in addition to possible exclusion and immediate removal from school, could include the involvement of the police. These behaviors seriously disrupt the educational climate and present a threat to the safety and welfare of students and staff.

Students are not allowed to participate in or attend any school activities during a period of suspension, nor are they allowed to be on school grounds after school hours. Suspensions end at 11:59 PM of the last assigned date.

ALTERNATE DISCIPLINARY PENALTIES

Under certain circumstances, alternate penalties will be assigned when long-term behavioral change is necessary. These penalties may include the loss of driving/parking privileges, social probation/restrictions, and/or exclusion from co-curricular events. These penalties may be assigned individually or together.

EARLY DISMISSAL

Students are required to receive 330 minutes of instruction each day as mandated by the Rhode Island Department of Education. This includes attendance in ARC, Senior Project Seminar, and Directed Literacy Periods. Students will not be excused early or be excused tardy to school unless for a valid reason such as the following: funeral, religious day, doctor's appointment or through prior arrangement with the administration. **Students do not have "FREE PERIODS!"**

If a student needs to leave school early, the student must present a note signed by a parent or guardian stating the reason for the dismissal. This note must contain the date and time of dismissal, reason for dismissal,

and a telephone number for verification. *Students who are 18 years of age must present a note that they can sign. Early dismissal notes must be presented to the high school office no later than 8:55 AM the day of the dismissal.* Students will be excused early only for valid reasons, which include medical and legal appointments, funerals, and drivers' tests.

ARRIVAL TO SCHOOL

Students are expected to be in their first class by the 7:50 AM bell. Any student arriving after this bell is considered tardy to class. Attendance will be taken and morning announcements will follow the 7:50 AM bell. Instruction will begin at 7:55 AM.

TARDINESS TO CLASS

Students who are tardy to class will serve one detention for each tardy to class. Teachers will allow students to enter their classrooms late to begin instruction, but will send a list of those students who were late to the assistant principal's office at the close of the day. These lists will be analyzed for patterns of lateness and **a detention will be assigned for each tardy to class.**

Students who fail to report to an assigned detention will receive one additional detention (two total), parents will be contacted and the student may not attend the next school sponsored event.

Repeated tardiness to class will be addressed by school administration by contacting a parent/guardian, and may include ALC or Out of School Suspension.

TARDINESS TO SCHOOL

Tardiness to school remains a great concern. As in former years, students who arrive at school after school begins at 7:50 am will be required to report to the main office to sign in then to the AP office for a pass and detention, if unexcused. **Students who are tardy to school without a prior phone call from a parent or guardian or a note citing a legitimate excuse will be assigned a detention.** Legitimate excuses for tardiness will include funeral or religious obligations, driver's test, legal or doctor's appointments with proper documentation or through prior arrangement with the administration.

Repeated tardiness to school will be addressed by administration by contacting a parent/guardian, and may include ALC or Out of School Suspension.

CLASS CUTTING

Attendance to all assigned classes, including Advisory, Senior Seminar, and Directed Literacy Periods, is mandatory. Unauthorized absence

from class (class cutting) will result in disciplinary action by the administration. Students who cut class will be disciplined as follows:

Students will receive a zero for work missed because of cutting class and:

1. 1st offense: three (3) hours of after school detention
2. 2nd offense: one (1) day of Alternative Learning Center
3. 3rd offense: two (2) days of Alternative Learning Center or out of school suspension

Students missing more than twenty (20) minutes of a class *are* considered absent and may be charged with a class cut.

TRUANT FROM SCHOOL

Students absent from school without parental permission and a valid excuse will be considered truant. Truancy will be handled in the following manner.

1. 1st offense: one (1) day of Alternative Learning Center
2. 2nd offense: two (2) days of Alternative Learning Center and notification of possible referral to Truancy Court
3. 3rd offense: three (3) days of Alternative Learning Center and referral to Truancy Court

TRUANCY

Scituate Public Schools has an agreement with Family Court to refer students with excessive absences or tardies to Family Court. Rhode Island law states that a student is considered *habitually* truant when they have developed a pattern of non-attendance or tardiness during any school year. Absences and tardies considered in this total can be either excused by a parent or unexcused and only those absences excused by a note from a doctor, hospital, from the school nurse or from a lawyer for legal appointments will not be counted against the student's attendance. Therefore, any students who demonstrates patterns of attendance that may offend this policy may be referred to the Family Court. One of the missions of Family Court is to support students and families in improving their attendance at school by examining the causes for the truancy and to foster an environment where students will have better results and the opportunity for a better education.

SMOKING

The Rhode Island Smoke-Free Schools Act, R.I. State Law 23-20.6-2, Smoking In Public Places, and Scituate School Committee policy prohibit students from smoking in school buildings, on school grounds, while traveling on buses to and from school, and at school-sponsored activities. The hazards of smoking are well documented. It shall be the

purpose of this policy to set standards and guidelines which will assure school district compliance with state law while at the same time protecting the rights of students, employees, and the general public and creating an environment which serves to reinforce its efforts in the teaching about the hazards of smoking. **This policy includes the use of electronic vapor devices and othersmoke/vapor/tobacco/nicotine products.**

Any student found in violation of the above policy will be subject to the following disciplinary action:

1. 1st offense: one (1) day of ALC, a fine of \$50 payable to the Scituate High School, and referral to School Resource Office
2. 2nd offense: two (2) day of ALC, a fine of \$75 payable to the Scituate High School, and referral to School Resource Office
3. 3rd offense: three (3) days of ALC, a fine of \$100 payable to the Scituate High School, and referral to School Resource Office

Students who refuse to pay will be referred to the School Resource Officer.

The administration will confiscate *All* tobacco/nicotine/vapor products when students are found to be in possession of such items. *ALL* smoking/vapor offenses will be referred to the School Counselors.

BULLYING

The Scituate School Committee has adopted a policy against bullying behavior and is available in its entirety as Policy #8180 in the District's policy manual and in compliance with the Statewide Bullying Policy, effective June 30, 2012. Bullying occurs when a student or adult, while at school, on the bus, or at a school sponsored event, intentionally assaults, batters, threatens harasses, stalks, menaces, intimidates, extorts, or taunts, either orally or in writing, another school community member. Bullying also occurs when a student or group of students organizes a campaign of shunning against another student or spreads malicious rumors about a student. In most cases, bullying does not include mutual fights between students, but is a result of continued torment over time.

Disciplinary sanctions may include a full range of consequences including verbal or written warnings, notification of parents/guardians, exclusion from participating and/or attending extra and co-curricular activities, loss of school transportation, detention, and/or Alternative Learning Center or short term or long term out of school suspension. Criminal offenses will be investigated by the Administration and the

School Resource Officer and referred to the Juvenile Court System or Juvenile Hearing Board.

It is important to note that any student or adult who witnesses bullying is obligated to report these occurrences to the school authorities.

CHEATING / PLAGIARISM

In accordance with the Scituate School Committee's policy on Honesty and Integrity in Academic Work (Policy # 8040), honesty, fairness, and student integrity should prevail in any student's academic work. Therefore, any work submitted in a dishonest fashion will not be accepted, and dishonest behavior will be subject to disciplinary action. Academic dishonesty includes cheating and plagiarism.

Violations of this policy will be handled on an individual basis. Consequences for these actions will include:

- a grade of zero will be given for the assignment with no opportunity for a makeup
- cheating may be considered as grounds for exclusion from programs, awards, or recognition based on honors achievement
- repeated or egregious cheating may result in course failure and/or suspension
- a discipline report will be sent home to the parent indicating the events of the incident.

Repeated violations of this policy will result in a conference with administration, teacher, student, and parent.

BREATHALYZER USE AT SCHOOL & SCHOOL SPONSORED EVENTS Scituate School Committee Policy # 8220

Students are prohibited from using, possessing, or being under the influence of alcohol on school property or at school related functions. Students that consume alcohol pose a direct safety risk to themselves, other students, staff, and the community at-large. In order to ensure a safe environment, the school department reserves the right to administer breathalyzer tests (conducted by school administration or their designees) to students on school property or while they are attending school-sponsored events, wherever such activities take place, when there is reasonable suspicion that a student has consumed alcohol. Reasonable suspicion may include, but is not limited to, a student's physical impairment (slurred speech, unsteady gait, etc.), odor of alcohol, unusual behavior, bloodshot or glassy eyes, or any other behavior or information that leads the administration/designee to

suspect that the student is under the influence. In addition, the Scituate School Department reserves the right to randomly and non-discriminatorily use a breathalyzer test for all students attending extracurricular school events to ensure the safety of students. Any student who refuses a random breathalyzer test will be denied admittance to the extracurricular school event and their parents will be notified. Also, any student who refuses to take a breathalyzer test when school administration/designee has reasonable suspicion that he/she may be under the influence of alcohol will be subject to discipline.

A breathalyzer reading indicating that a student has consumed alcohol will be used, along with any other pertinent information, in determining if a violation of school policy has occurred. Students will be disciplined in accordance with school policy on Abuse of Controlled Substance/Alcohol.

All breathalyzer tests will be conducted in a private area, away from other students. There will be a minimum of two people (school personnel) present when the breathalyzer test is conducted.

ABUSE OF CONTROLLED SUBSTANCE / ALCOHOL

Any student in possession of, using, under the influence of, delivering or selling any controlled substance or alcohol, or in possession of drug paraphernalia on school grounds or while representing the school or participating in a school sponsored activity will be subject to severe penalties. Controlled substances are as defined by General Laws of Rhode Island 21-26.

Any student violating this section with respect to Schedule I, II, or III controlled substances other than marijuana shall be subject to the following penalties:

- First Offense: not to exceed ten (10) days out of school suspension by the Building Administrator, Superintendent or designee.
- Any subsequent offense: referral to the School Committee that may suspend for more than ten (10) days out of school or may expel.
- ***Additional penalties: Any student who is suspended pursuant to the above shall also be suspended for a period of time not to exceed ninety (90) school days from participating in or attendance at any after school or extracurricular activity including graduation ceremonies, except after school detention or extra academic help.***

Any student violating this section with respect to alcohol or any Schedule IV or V controlled substances or marijuana shall be subject to the following penalties:

- First offense: not to exceed five (5) days out of school suspension by the Building Administrator, Superintendent or designee.
- Second offense: not to exceed ten (10) days out of school suspension by the Building Administrator, Superintendent or designee.
- Any subsequent offense: referral to the School Committee, which may suspend for more than ten (10) days out of school or may expel.
- ***Additional penalties: Any student who is suspended pursuant to the above shall also be suspended for a period of time not to exceed forty-five (45) school days from participating in or attendance at any after school or extracurricular activity, including graduation ceremonies, except after school detention or extra academic help.***

Whenever in the judgment of the Superintendent an offense which ordinarily provides for a suspension not to exceed ten (10) days is so flagrant or serious as to render the penalty inappropriate, the matter shall be referred directly to the School Committee which may suspend for more than ten (10) days out of school or may expel.

POLICY ON VIOLENCE AND WEAPONS

The Scituate School Committee recognizes the rights of all students to be educated in a safe and nurturing environment. To this end, the Scituate School Committee will provide and maintain a school environment that is conducive to learning.

The Scituate School Committee and administration expect students to respect and meet the behavioral expectations of the district. These include respect for the rights and property of other students, school staff, and the community. It is also expected that the students will resolve conflicts through nonviolent means. Therefore, the Scituate School Committee establishes a zero tolerance policy for weapons and violence in the schools.

Possession of or use of any kind of weapon, including but not limited to guns and knives, in school or on school grounds or at school activities (e.g. field trips, athletic events) will result in disciplinary action which may include suspension, exclusion and/or expulsion from the district. Furthermore, anyone involved in such behavior will be referred to the Scituate Police.

Implementation of this policy shall be in accordance with due process requirements applicable to regular and special education students.

**SCITUATE HIGH SCHOOL STUDENT ATTENDANCE
POLICY**

(Policy #9060 – Revised 12/1/2015)

Philosophy:

Attendance at school is mandated by Rhode Island General Law 16-19-1. The learning experiences that occur in the classrooms of Scituate schools are meaningful and essential parts of each student's education. Time lost from class is irretrievable. Daily class interactions among and between students and teachers present unique learning opportunities inadequately duplicated by makeup work assigned to students that have been absent from class.

The professional staff of Scituate schools teach and expect responsible student behavior, including regular class attendance as an essential part of a student's course of study. Therefore, this policy establishes limits on student absences to emphasize the primary importance of the classroom learning experience and to better foster each student's personal responsibility for daily attendance.

Student Attendance Policy:

1. It is the expectation that a phone call by a parent/guardian will be made to the school on the day the student is absent.
2. A reasonable attempt will be made by the school to contact the parent/guardian of any student that is absent (if a parent/guardian phone call is not received.)
3. If contact with the parent/guardian is not made within 24 hours, the absence will be recorded as unexcused.
4. Students absent from school/class will be considered excused for the following reasons (proper documentation is required):
 - Illness/injury
 - Doctor/Dentist appointments
 - Court appearance
 - School sponsored activities
 - College visits (grade 12 students only)
 - Religious observance
 - Extenuating personal/family circumstances with administrator approval
5. Parent phone calls for student illness will be marked as excused up to 3 times per quarter, per student (at the middle/high school level) or 4

times per trimester (at the elementary level). Additional absences require medical documentation to be considered excused.

6. Chronic absences may result in referral to truancy court by the School Resource Officer (truant officer).
7. Students on suspension (in-school or out of school) are not considered unexcused absent.

Appeal Procedure:

The parent/guardian can initiate an appeal of a student's attendance record by submitting a written request (with supporting documentation for each absence under appeal) to the school principal.

Teacher Expectations:

1. Teachers are expected to take daily attendance (and class period attendance where appropriate).
2. Teachers will notify administration when a student is not in class and not listed as absent on the daily attendance sheet.

Administrator Expectations:

1. A list of absent students will be generated for each school day.
2. The building administrator or his/her designee will notify teachers the status of unexcused absence referrals.

Tardy to School Policy

Tardiness to school can only be excused by verification from a parent/guardian in writing or via phone call. Students will be excused from being tardy for the following reasons (proper documentation is required):

- Illness/injury
- Doctor/Dentist appointments
- Court appearance
- School sponsored activities
- College visits (grade 12 students only)
- Religious observance
- Extenuating personal/family circumstances with administrator approval

Students with an unexcused tardy to school may be subject to school disciplinary action.

Absences Due to Vacation

Absences due to school-informed family vacations will still be considered unexcused; however work missed by the student must be requested upon their return and completed within a reasonable amount of time. (School Committee Policy #8160 – Vacation Homework)

FIELD TRIPS

Field trips are closely related to the curriculum and students are reminded that it is their responsibility to request and make up the work in their classes in a timely manner.

EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES

The following extra-curricular / co-curricular activities are offered at Scituate High School: soccer, cross-country, football, lacrosse, tennis, ice hockey, volleyball, basketball, baseball, softball, golf, cheerleading, track and field, unified sports, Student Council, Yearbook, Band and ensembles, Chorus and ensembles, Drama, National Honor Society, and Philosophy Club.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Participation in athletics and extra-curricular activities is a privilege and educational opportunity. To be eligible to participate in athletics and extra-curricular activities at Scituate High School, students are expected to maintain appropriate behavior, citizenship, and acceptable academic standards. Eligibility to participate in athletics and/or extra-curricular activities in any given marking quarter will be determined by *grades received in the preceding marking quarter*. A student will remain eligible if they fail one course and maintain an overall grade point average of 1.700 (C-). The student who fails any two courses will be ineligible to participate in athletics (including practice) and extra-curricular activities. *Summer school grades do not count for eligibility*.

Interscholastic athletics shall be governed by the Rhode Island Interscholastic League Rules and Regulations and/or Scituate School Committee. In cases where the standards set by one agency exceed those by the other, then the highest standard will be in effect.

Situations that are not addressed by the above guidelines may arise. Such situations may be appealed to a review committee that includes the superintendent, principal and respective advisor or coach. The appeal must be made within one week of the student receiving his/her report card.

INTERSCHOLASTIC ATHLETICS

All students are encouraged to try some form of athletics to realize the maximum education benefit available at Scituate High School. The challenge and intensity of effort of athletic competition, whether intramural or interscholastic, will provide experiences, which will undoubtedly help students in preparation for adult life in our society.

A balanced program of interscholastic athletic offerings is available for boys and girls. Offerings include basketball, baseball, softball, tennis, volleyball, soccer, golf (co-ed), lacrosse, track and field, football, ice hockey, cross-country, unified sports.

The selection process for an athletic team begins with respective coaches conducting a sign-up meeting with prospective student-athletes. The necessary paperwork, including a schedule for try-outs, will be distributed. Only eligible students will be allowed to try-out; students may only try-out for one athletic team in any one season. If they choose to quit a team and try out for another team, they must get a written note from the coach acknowledging that all issued equipment has been returned and that the coach knows they are moving to another team. This switching of teams will only be allowed if the team tryouts have not been completed. If a team has conducted tryouts and the team has been picked, then an athlete cannot leave one team and move to another. Coaches will determine how many athletes will comprise a team; they will conduct and supervise the try-outs; and inform the athletes of the criteria that will be used to select the members of a team. Depending on the number of students who express interest in a team, a try-out period may not be necessary. Once members of a team have been selected and if a student has a question about the selection process, he/she may meet with the coach(es) to discuss that process. If the student is not satisfied following this meeting, he/she may meet with the Director of Athletics. If this meeting fails to resolve the issue(s), a meeting with the Principal may be arranged. Being selected to a team does not guarantee a student-athlete of playing time. Playing time and placement on a JV or varsity team is determined by the coaching staff. Selection to a team allows for the student-athlete to participate in all practices and in games as the coach deems appropriate.

REQUIREMENTS FOR PARTICIPATION INTERSCHOLASTIC ATHLETICS

- Must be on time for school,
 - Must be a student in good standing,
 - Must comply with the Eligibility Requirements for Participation in Athletics and Extracurricular Activities,
 - Must comply with the Student/Athlete Code of Conduct, and
 - Must participate in their scheduled PE class in order to practice or participate in the athletic event that day.
-
- While enrolled in school, any student reaching his/her 19th birthday before September 1 is eligible.

**All participants must sign the
SHS Athletic Handbook and Code of Conduct**

MINIMUM QUALIFICATIONS FOR ATHLETIC AWARD and VARSITY POINTS

- Use of drugs or alcohol by student athletes will lead to suspension from a team;
- Student must be a bona-fide member of a team at the conclusion of the season;
- The rules of conduct per the code of conduct must be followed;
- Dismissal from a team during the season will make that student ineligible to receive an award for that sport; and
- Dismissal from a team may be appealed per the Athletic Manual.

NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE

Any student-athlete who plans to enroll in a Division I or II college and wishes to participate in athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student-athletes at all member institutions. Current information about NCAA eligibility is available at www.eligibilitycenter.com.

Although student-athletes need not start the certification process until the end of their junior year, it is important that students elect the required **core curriculum** courses beginning in the freshman year. Questions regarding the Clearinghouse requirements should be discussed with the student's respective guidance counselor as early as possible.

SPORTSMANSHIP POLICY

Recognizing the importance of good sportsmanship on the part of all athletes, coaches, and spectators at high school athletic events, the Scituate School Committee endorses the sportsmanship policy adopted by the Rhode Island Interscholastic League (RIIL). In accordance with this policy, each coach will receive a copy of the RIIL Sportsmanship Expectations. All athletes and parents need to understand the importance of sportsmanship and their role in assuring that all participants (including opposing teams, fans, and officials) experience a positive atmosphere at SHS contests.

Any student or coach ejected from a contest will meet with the Director of Athletics and the Principal to discuss the nature of the ejection and what will be done to ensure that a repeat offence will not occur. The ejected person will complete a questionnaire issued by the Rhode

Island Interscholastic League. This questionnaire will be approved by the Director of Athletics and the Principal and forwarded to the RIIL Office before the ejected person can participate in another contest. The ejected person must sit out the next contest and cannot be anywhere near the contest. A second ejection will result in a suspension for the remainder of the season as well as being placed on probation by the Director of Athletics and the RIIL.

Spectators involved in any type of taunting, baiting, harassment, fighting, or derogatory comments toward players, coaches, officials or other fans will be subjected to immediate removal from the contest. Their attendance at future contests may be revoked. It is the goal of all involved in Scituate athletics that all participants have a positive and pleasurable experience when attending athletic contests.

BOOK BAGS / BACKPACKS

For safety and security reasons, personal carry items should be small and compact. Students are to place all book bags/backpacks in their locker at the start of the day. **Book bag/backpacks may be allowed/disallowed in classrooms during the school day at the discretion of the teacher.** Students should plan to use the five-minute passing time between periods to get all books and materials necessary for the upcoming period or periods. Plan your time wisely. Situations may occur where individual students will be authorized by the school's administration to use these articles.

CAFETERIA

Good manners should prevail in the cafeteria at all times. Accepted standards of cleanliness, courtesy, and conduct are expected during all lunch periods. The cafeteria is the place for consumption of food and drink, not the classroom or the corridors. Paper items and all trash should be disposed of in the provided trash barrels. Recyclable items should be placed in the designated receptacles and tables and floor areas should be kept absolutely clean. Teachers are assigned for cafeteria supervision and are in charge of maintaining good student conduct during lunch. Students are not to leave the cafeteria area without permission. Loitering in the restrooms during lunchtime will subject a student to disciplinary action. Students are expected to report to their assigned (1) lunch wave and taking more than one lunch period will be treated as a class cut.

DANCE REGULATIONS

Dances conducted at Scituate High School will take place from 7:00 PM to 10:00 PM. Scituate High School students and their registered guests (if guests are allowed) may attend these dances. *Middle school*

students are not permitted to attend high school dances. Guest passes must be requested by 1:30 p.m. on the day of the dance. Scituate students are responsible for informing their guests that smoking, use of drugs or alcohol is prohibited on school property. Arriving to a school-sponsored dance under the influence of drugs or alcohol will result in disciplinary action. All students are to remain inside the dance venue (gymnasium) and lobby during the dance. Absence/suspension from school on the day of a dance will preclude a student's attendance at the dance. ***Students must arrive at the dance by 8:00 PM and will not be allowed to leave until ½ hour before the scheduled end of the event.***

The Holiday Ball and the Junior-Senior Prom are annual formal dances. These dances are scheduled from 6:30 PM to 10:30 PM. Students must arrive by 7:00 PM and may not depart until 10:00 PM. In order to attend the Junior-Senior Prom, one member of the couple must be a junior or senior. Tickets are also sold to individuals, who also must be a junior or senior. A Freshman-Sophomore Semi-Formal is held in the spring. This dance is held from 6:30 PM to 10:30 PM. In order to attend the Freshman-Sophomore Semi-Formal, one member of the couple must be a freshman or sophomore. Tickets are also sold to individuals, who also must be a freshman or a sophomore.

Inappropriate dancing will not be allowed at any school dance.

DEPARTMENT NIGHTS

Each teacher conducts a Department Night each week from 2:20 p.m. to 3:20 p.m. The purposes of Department Nights are as follows: to provide an opportunity for students to obtain additional help in class work which they have been unable to master in the regular class time; to provide an opportunity for students who have been absent to make up missed work and examinations; to encourage pupils to accept responsibility for completing their tasks by giving them a definite schedule for meeting with teachers. Students should look upon Department Nights as an opportunity extended to them to help with their schoolwork. Under no circumstances should Department Night be regarded as punishment. Students are encouraged to attend voluntarily. Students who need extra help will be requested to stay by their teachers.

ELECTRONIC DEVICES

Although electronic devices such as hand-held games, mp3 players, iPods, and cell and smart phones, headphones, etc. have become an integral part of the culture, it must be acknowledged that these devices are very distracting and disruptive to the educational environment. The school's goal is to create an inclusive environment and the solitary and detached condition created by these devices does not contribute to this goal. They also present safety concerns and an air of disrespect when

in use. Students need to be connected to the school's environment for their own safety and the safety of others. Therefore, the use of these devices is not permitted during the school day. The penalty for using such devices during the school day shall be the confiscation of the device. **Confiscated items will be returned to the student and/or a parent at the administrator's discretion. Alternate penalties may apply.**

**Cell phones must be off during school hours and not visible.
Unauthorized use of digital cameras, cell phones with cameras,
video cameras to capture images is prohibited.**

EMPLOYMENT / WORKING PAPERS

State and Federal laws stipulate that any person under the age of 18 years who is to be gainfully employed must obtain working papers from his/her school department. These papers may be obtained from the Secretary in the Principal's Office. An Intention to Employ Minor form is given to the student upon request that the prospective employer must complete. The student should return this form to the office. Working papers are then signed by the applicant, completed, signed by the Principal, and given to the applicant.

EVACUATION/LOCKDOWN DRILLS-PROCEDURES

Evacuation drills are held regularly throughout the year. At the sound of the alarm, each class leaves the building immediately through the exit designated for that particular location, and proceeds to a specific location outside the building. Each student should know the exit and passing routes designated for the various rooms in which he/she is scheduled throughout the day. Each student should walk as rapidly as possible, showing general courtesy and serious attitude toward the drill. This results in the school being cleared in the shortest possible time. Students must return to the building when so directed over the PA. ***If an evacuation occurs during passing time, students must report to the location for their next period class / teacher. In the case of an evacuation during lunch, all students in the cafeteria will report to the front of the building and teachers will meet them there.*** Lockdown drills will also be held to experience safety procedures to protect against threats from in or outside the building. Although procedures are not detailed herein, students and faculty must respond according to established protocols and follow directives designed for the protection of all involved.

INTERNET USE

Each student and his/her parent/guardian must sign the Scituate Secondary Schools Student Internet Use Agreement prior to student use

of school computers. Any violation of the regulations in this agreement is considered unethical and may constitute a criminal offense. Should a student commit any violation, his/her access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

LIBRARY/MEDIA CENTER

The Library/Media Center is open each school day from 7:40 AM until 3:25 PM with the exception of days when there are no late buses. On these days the Library/Media Center is closed at 2:25 PM.

To use the Library during a Directed Literacy Period, students must sign-up in the Library between 7:40 AM and 10:50 AM. This is a commitment for the entire period. Lateness and class cutting rules apply, and students are expected to report with any and all materials needed for the period.

Books and other circulating materials are borrowed for a loan period of 14 to 20 days. All due dates are Wednesdays. Students may borrow books using the automated sign-out system, and are responsible for all materials signed-out in their names. There are no fines for overdue books, but lost or damaged books and materials must be paid for according to the Lost or Damaged Textbook, Materials and Equipment policy. Reference books and periodicals are used in the Library only or in the classroom/ Directed Literacy Period for the hour.

Students using the Library are expected to work quietly and respect the rights of fellow students by promptly returning materials that may be needed by others. Library privileges may be revoked for those students who fail to follow the rules and acceptable standards of good manners and behavior associated with the Library environment.

Because Scituate High School is a member of RILINET, students may obtain books, periodicals, et cetera from other member libraries. This privilege gives students access to statewide library resources. To obtain such materials, students must complete a library loan request form.

Students needing assistance or instruction in the use of the Library should ask for help. The librarian and aides are always available to give assistance with library-centered assignments or in the search for recreational and research materials.

LOCKERS

Students will be assigned corridor lockers by their homeroom / advisory teacher. ***Each student is to use only the locker to which he/she is assigned.*** Sharing lockers with other students is not permitted. Lockers are provided for the storage of book bags, books

and coats during the school day. **Lockers should be locked at all times.** The lockers are school property and may be opened by the administration for emergencies or when there exists reasonable suspicion for a search of the contents, consistent with school committee policy. Students are responsible for the condition of the locker assigned to them and the cleanliness of the contents. The cost of repair or repainting locker damage caused by writing on painted surfaces, affixing non-removable stickers, or bending metal parts will be charged to the student. Additionally, students are financially responsible for any articles or books lost or stolen from their lockers. Any matter pertaining to lockers must be reported to the Principal's Office. **Students are to always lock their lockers.**

Physical Education teachers will issue special locks for gym lockers. No personal locks are permitted on these lockers. Students will be held financially responsible for the loss of locks. **Students are not to leave personal valuables on benches or on the floor. Students are expected to always secure their valuables in a locked P. E. locker.**

LOST OR DAMAGED TEXTBOOKS, MATERIALS AND EQUIPMENT

All students are issued copies of textbooks for the courses in which they are enrolled. Each teacher issuing textbooks will keep a class record of the textbooks issued, listing the name of the student to whom the textbook was issued, textbook title, identification number, condition (New, Good, Fair, Poor). **Students are responsible for preserving the condition of all textbooks issued to them, which include covering the textbooks and properly storing them in the student's locker. Students should record their textbook numbers in their agenda as a personal record for their own safety.** Administrators and teachers are responsible for enforcing this regulation.

Students will be held responsible for returning the same textbooks that were issued to them in essentially the same condition as received. If a student returns a textbook that has declined in condition by two categories (New to Fair and Good to Poor), the student will be charged for that decline in value, which is 50% of the purchase price. Price guides are established as follows: New (100%); Good (75%); Fair (50%); and Poor (25%). Book values based on current price and condition of the textbook will be determined and listed in advance by the Department Chair. If requested, students and/or parents will be notified of book values at the time the item is issued.

Students will not be issued another textbook until payment for the lost or damaged textbook is received. Notices will be sent to parents stating what has been lost or damaged and the amount due. Copies of this

policy should be enclosed with the notice. Based on condition of the textbook, a refund will be issued to the student if the original textbook is found and returned. Students shall be issued materials and equipment in some specialized courses in addition to textbooks. The same procedures will be followed regarding lost or damaged materials and equipment as for textbooks.

All monies collected will be given to the Principal or his/her designee and a receipt will be issued. These monies will be deposited in a textbook/equipment replacement fund account. Only the replacement of textbooks and equipment will be bought with this fund with the approval of the Superintendent's Office. Any funds unspent as of July 1 of each year will be used to offset that part of the budget used to purchase new textbooks and equipment.

PERSONAL PROPERTY

Each student is responsible for his/her own personal property. Large sums of money, expensive pens, watches, jewelry, or any type of electronic equipment should be left at home. If it is necessary to bring valuables or large sums of money to school it is strongly advised to leave it in the main office with an administrator. Lost and found is located in the main office.

The Scituate School Department and/or Scituate High School is not responsible for lost or stolen articles.

NURSE'S OFFICE / HEALTH SERVICES

Any student who becomes ill or has an accident while in school should report to the health room immediately. If the injury or illness prevents the student from notifying the nurse, a fellow student or teacher should assume this responsibility. When teachers think that a student should be sent to the health room, a fellow student should be asked to serve as an escort. If the student appears too ill to leave the classroom, the teacher will call the nurse to the classroom. If the student needs to be dismissed from school, a parent/guardian will be notified. Prescription and non-prescription medication will be dispensed by the school nurse-teacher only when a) received by the school nurse-teacher in the original labeled container; b) requested in writing by the attending physician; and c) authorized in writing by the parent or legal guardian of the student. These medications will be stored in the health room unless written authorization from physician and parent/guardian states otherwise. *No medication of any type will be carried by a student on his/her person, in his/her book bag (etc.), or in his/her locker. This includes nonprescription drugs such as aspirin, cough syrup, drugs for dysmennorrhea, etc. Medication must be brought to school in a container appropriately labeled by the physician or pharmacy.*

PASSES

Students are not to be in the hallways and corridors while classes are in session unless they have an official pass that include their name, date, destination and time of departure. All passes must have a legible teacher signature. Students found in the hallways without a proper pass will face disciplinary action.

REFRESHMENTS IN SCHOOL

The only drink students are allowed to consume outside the cafeteria, in school, and/or in classrooms is bottled water. Coffee, tea, hot chocolate, soda, or other energy/stimulant drinks are strictly prohibited. Students should also be aware of the expectations in the cafeteria section on page 30.

SCHOOL BUS RULES

The basic premise, which must be understood, is that the riding of a school bus is not an absolute right but a conditional right. A student does not ride a bus under any conditions but under reasonable rules established by the governing authority or designee. Should a student violate any rules, he/she does so at his/her own peril.

- All applicable discipline policies, which are defined in both the Scituate High School and Scituate Middle School Handbook, apply to bus transportation. These include: STUDENT DECORUM; STUDENT DRESS; NO SMOKING POLICY; MISCONDUCT CONSTITUTING GROUNDS FOR SUSPENSION; POLICY ON VIOLENCE AND WEAPONS; ABUSE OF CONTROLLED SUBSTANCE/ALCOHOL; BULLYING; SEXUAL HARASSMENT.
- Students who engage in certain behaviors subject themselves to serious consequences, which in addition to possible exclusion and immediate removal from school and bus privileges could include the involvement of police. These behaviors include: PHYSICAL ATTACKS UPON OTHER STUDENTS; PHYSICAL ATTACK ON SCHOOL AND TRANSPORTATION PERSONNEL; POSSESSION OF ANY KIND OF A WEAPON SUCH AS A KNIFE, A GUN, A BLACKJACK, ETC.; VERBAL AND/OR PHYSICAL HARASSMENT OF OTHER STUDENTS, SCHOOL PERSONNEL AND TRANSPORTATION PERSONNEL.
- A BUS DRIVER HAS THE SAME AUTHORITY IN HIS/HER BUS AS A TEACHER IN HIS/HER

CLASSROOM. PASSENGERS WHO DO NOT OBEY BUS REGULATIONS WILL NOT BE TRANSPORTED.

- Follow all rules posted in the bus.
- Talk at a reasonable conversational level – no loud talking or shouting.
- Limited cell phone use is at the discretion of the bus driver. The camera function of cell phones is prohibited as well as displaying images.
- Smoking is prohibited at all times.
- All rules pertain to field trips and school sponsored functions.

School bus complaints by drivers, parents/guardians, or students will be made on school bus complaint forms. These completed forms are to be given to the administration for action. If a student is suspended from riding the bus, several days of grace time may be given in order that parents/guardians have an opportunity to arrange transportation for their child, who must attend school under school and state attendance laws.

LATE BUSES

Late buses are provided for students who remain at school after the 2:15 dismissal for academic purposes, serving detention, or school sponsored activities. Loitering in the corridors, particularly after school, is not permitted. Three late buses depart from the school between 3:35 and 4:00 pm. Late buses are scheduled for every school day except Friday. It is impossible, from a financial standpoint, to provide school-to-house transportation for every student. Late bus routes cover the major roads and it is hoped that where necessary, parents will cooperate by providing transportation from the bus to the home.

Late bus passes must be acquired from the adult who sponsors the after-school activity and are not available from the office or Late Bus Monitor. Students must present that pass to the bus driver when boarding the late bus and each student must have his/her own pass. **Students who do not have an authorized pass will be assigned an after-school detention.** Any student abusing the privilege of using the late bus as a result of poor behavior will not be allowed to ride.

SEXUAL HARASSMENT

The Scituate School District has a clearly established policy concerning sexual harassment (Policy #9060) and is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any

form at any level of the school system. Students and staff may access the complete policy located in the library/media center.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment, whether by words or actions. Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists in an investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

The Scituate School District will take seriously all complaints of sexual harassment, the condoning of sexual harassment retaliation, or inaction in cases of suspected sexual harassment, and will have each complaint thoroughly and promptly investigated.

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the applicable school and/or the School District on a case-by-case basis. The following are, however, some examples of language and conduct which all students and employees of the School District are cautioned to avoid. This is not an exhaustive list.

- Comments to, or about, any student or employee of his/her appearance that are sexually graphic or would otherwise tend to be degrading
- Touching or other forms of physical contact that is inappropriate
- Jokes or other remarks with sexual content that are graphic or may otherwise be offensive to others
- Sexually suggestive sounds or gestures
- Display of objects, posters or pictures of a sexual nature
- A repetition of any words or conduct of a sexual nature after the person addressed has indicated that such words or conduct is unwelcome

Sexual harassment does not refer to compliments or other behavior of a socially acceptable nature. It refers to language and conduct of a sexual nature that is unwelcome and that would be offensive to a reasonable person. Sexual harassment may be blatant or subtle; but whatever form it takes, verbal or physical, it is insulting and demeaning to the recipient and will not be tolerated.

Reporting Complaints

If any student believes that he/she has been subjected to sexual harassment, whether by a student, a school employee or any other

person who comes on school property with permission, or that he/she has witnessed the sexual harassment of another, the student or employee should report the incident promptly to the Principal, the Assistant Principal, the Superintendent, the Assistant Superintendent, or any other administrator, teacher or staff member with whom the student or employee feels comfortable. Upon receipt of the complaint, an administrator will document the official statement of complaint and begin a confidential investigation.

A complaint of sexual harassment by a student, or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the appropriate administrator to conduct an investigation. Information provided during an investigation of sexual harassment will be treated as confidential.

Disciplinary Action

A student found to have engaged in sexual harassment is subject to disciplinary sanctions, up to and including suspension, in or out of school, or permanent exclusion from the school.

Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student because she/he complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension, in or out of school, or permanent exclusion from school.

Any student found to have condoned sexual harassment by another may, depending upon the extent of his/her participation, be subject to disciplinary sanctions, up to and including suspension, in or out of school or permanent expulsion.

The actions of students and employees of the Scituate School Department are covered by this policy.

DISCRIMINATION BASED ON SEXUAL ORIENTATION

Scituate Schools recognize that full access to all educational opportunities and full participation in educational experiences should be the practice and policy of the Scituate School System. Barriers to full student participation because of sexual orientation or the perception thereof must be removed and will not be tolerated. Concerns about discrimination based on sexual orientation or the perception of one's orientation should be reported directly to the school's administration. (School Committee Policy #9070)

STUDENT DECORUM

Community expectations of the high school include the expectation that students will practice respectful behavior, good manners and positive conduct while in school and while in attendance at such school-sponsored activities as athletic contests, assemblies, concerts, field trips, formal and informal dances, et cetera. It is therefore important that school rules include regulations that delineate standards of acceptable student conduct necessary to preserve educational decorum.

It is therefore expected that:

- Students will refrain from placing their hands on other students or displaying overt affection, i.e. kissing, hugging, et cetera;
- Students will not sit on the floors of corridors or classrooms as well as upon tables and desks;
- Students will not shout, use profanity or offensive language, engage in rough play or fighting, or engage in destructive behaviors toward school properties or individual properties; and, of course, adherence to all school rules is expected of all students.
- Students will maintain a respectful attitude and conversation toward all members of the school community – faculty, students, and administrators.

The same expectations that exist for school behavior also exist for classroom behavior. Additionally, the classroom teacher will establish whatever other policies and procedures that are felt to be appropriate to the particular setting and subject as long as these are not in conflict with the general rules of the school. Failure to comply with the above will result in disciplinary action.

STUDENT DRESS

Scituate High School encourages students to dress and groom themselves in an appropriate and respectful manner. Any dress or appearance that clearly constitutes a threat to health or safety to students or disrupts the educational process is prohibited. We realize that the responsibility of dress is a matter for both the student and parent/guardian, however, we expect that each student would wear acceptable attire that does not offend modesty and demonstrates respect for the educational environment. Therefore, certain guidelines are noted below:

- That long shorts and jams will be acceptable attire BUT running shorts, cut-offs, silk shorts, spandex, or short shorts will not be permitted;

- That all shirts and blouses are to fully cover the chest, waist and undergarments and the mid-area is to be covered at all times;
- That muscle shirts, tank top shirts, T-strap shirts and mesh shirts, if worn, must be accompanied by another shirt or blouse worn at the same time. Due to health code concerns, male students must have armpits covered.
- That no hats, hoods, visors, bandanas or outdoor jackets / coats are to be worn in the building except with the permission of the administration where special medical circumstances exist;
- That no clothing with messages that mention or depict alcohol, drugs, violence, sex, profanity, hate language or illustrations or symbols of the same or illustrations or symbols that are derogatory may be worn;
- That sun glasses may not be worn in school unless medical reasons exist; and
- That no garment or accessories shall be worn that distract from our educational mission, which can contribute to unsafe classroom conditions, or which are designed as potential weapons.

Interpretation of these rules shall be in the sole discretion of the administration.

STUDENT PARKING

Two parking areas are provided for student vehicles; the lower lot adjacent to A Corridor (Junior Lot) and at the west side of the auditorium (Senior Lot). Additional spaces may be available near the front entrance to the auditorium or in the rear rows of the lot behind the middle school. **Students are not to park adjacent to Caito Field.** The privilege of driving to school is extended to students who have a valid Rhode Island driver's license. Students parking in the student parking area must register their motor vehicles with the Assistant Principal's Office. Students are required to complete a Student Parking Regulations and Registration Sheet, show a Rhode Island driver's license, and present proof of insurance before a parking tag will be issued. Students will also be required to display the Scituate High School student parking permit on the vehicle when they park on school property and park in their designated lot. Parking passes will be issued to seniors first and to juniors on a space availability basis.

TELEPHONES

Telephones in the administration office are business phones and should not be used by pupils. A phone is available in the AP office for use

upon request. If it is necessary to use this phone during class time, permission must be given by a teacher along with a pass.

WITHDRAWAL FROM SCHOOL

Any student who plans to withdraw from school shall discuss this matter with his/her assigned guidance counselor or the Principal as soon as possible. The student and her/his parent must present a post-high school plan to the administration for approval prior to withdrawal from school. After approval, the last day a pupil plans to be in school, he/she shall report to the guidance counselor to secure a withdrawal form to be completed in the following manner:

- Bring the withdrawal form to each teacher; submit all books, money owed, equipment, etc. to each teacher concerned; and secure the teacher's initials to signify that clearance has been completed.
- Go to the guidance counselor for a final interview.
- Return the withdrawal form to the Principal who will then sign the form granting the pupil permission to withdraw from school on the date indicated.

CONSENT TO RELEASE STUDENT DIRECTORY INFORMATION

From time to time, Scituate High School receives requests for information about our students for use in providing information about such things as school rings, yearbooks, and military recruitment.

Federal and state laws (Family Educational Rights and Privacy Act and the Educational Records Bill of Rights Act.) govern Scituate High School's policy with respect to release of education records. Under these laws, a school may release "Directory Information" without parental consent if parents have been given an opportunity to object and have not done so. "Directory Information" may include, but is not limited to, the student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, and awards received.

In order to disclose this information, the school must notify the student's parents of the information that the school proposes to disclose. Notice may be provided in the student handbook or by separate letter of notice.

Parents have the right to object to the release of information. The school must provide a reasonable time for objection to be made. If

there is no objection within the designated period of time, the school may release the directory information without parental consent. Scituate High School will release directory information, to include only names and addresses, unless parents/guardians specifically object by completing the form that will be mailed with the annual Summer Newsletter.

Scituate High School

Notice to Parents and Students 18 Years or Older

Release of Directory Information

2017 - 2018

Under federal law (Family Educational Rights and Privacy Act), Scituate High School must obtain your written consent before we disclose personally identifiable information from your child's education records. Scituate High School, however, may release some information, known as "directory information," without your prior written consent, unless you have asked not to do so.

Scituate High School has designated the following information as directory information: student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, photograph, and awards received.

If you do not want Scituate High School to release any or all of this information without your prior written consent, please use the attached form to notify us as to which information should not be released without your prior written consent. This form must be submitted by September 15, 2017, and it will be in effect until the beginning of the next school year.

In addition, under federal law, parents may request that Scituate High School not release the name, address, and telephone listing for your child, without prior written consent, to military recruiters or colleges. Please use the attached form to do so if you wish. This form must be submitted by September 15, 2017, and it will be in effect until the beginning of the next school year.

Scituate High School
Request to Withhold Selected Student Directory Information
To Be Completed by
Parents, Guardians and Students over Age 18

Please ***DO NOT*** release the following directory information without my prior written consent about:

Print **STUDENT** (Last Name, First)

Print **STUDENT** (Last Name, First Name)

This information includes: Student's name, Address, Telephone number, Date and place of birth, Dates of attendance, Participation in officially recognized sports and activities, Photograph(s), and/or Awards received.

SIGNATURE of Parent / Guardian / Student Age 18

Date: _____

And

Please ***DO NOT*** release the name, address, or telephone listing without my prior consent to

Military Recruiters and/or Colleges

about:

Print **STUDENT** (Last Name, First Name)

SIGNATURE of Parent / Guardian / Student Age 18

Date: _____

Please submit this form by September 15, 2017.
It will be in effect until the beginning of the next school year.

Scituate High School
Request to Withhold Information from Military Recruiters
and Colleges
To Be Completed by
Students Age 17 and Under

Under federal law, you may request that Scituate High School NOT release your name, address, and telephone listing to military recruiters or colleges unless your parents give their prior written consent – that is, unless they tell Scituate High School in writing that it may do so.

Please sign this form and submit it to the high school office if you would like Scituate High School **NOT** to release your name, address, and telephone listing to military recruiters or colleges unless your parents tell the school in writing that it may do so.

Please **DO NOT** release my name, address, and telephone listing to the following without the prior written consent of my parents:

Military Recruiters and/or Colleges

Student Name: _____

Signature of Student: _____

Date: _____

Please submit this form by September 15, 2017. It will be in effect until the beginning of the next school year.

**Scituate High School
Photo and Video Opt Out Form**

Scituate Public Schools wants to promote the positive activities, honors, and work of our students. At different times our schools may work with local newspaper, radio, local television shows, and even our own publications like the yearbook and social websites.

There will be many opportunities for Scituate students to be interviewed and/or photographed and identified by name and school. However, we understand that some parents or guardians may request that we DO NOT identify their child.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Parents/guardians and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. **If you wish to opt out, you must check the box below and fill out the corresponding information.** This opt out form must be returned to the high school office by September 15, 2017.

I do not give permission for my child to be photographed, identified, or interviewed for district/school publications.

Student Name: _____

Signature of Parent/ Guardian: _____

Grade: _____ **Date:** _____

Please submit this form by September 15, 2017. It will be in effect until the beginning of the next school year.

**Scituate High School
Student/Parent/Guardian Receipt of Student Handbook**

**This page must be signed and returned to the
High School Office by September 15, 2017**

The signatures below indicate that I have read and reviewed
with my son/daughter the **2017 - 2018 Scituate High School
Student/Parent Handbook/Agenda** that he/she
received on or before
August 29, 2017.

I understand that it is my son's/daughter's responsibility to familiarize
himself/herself with its contents and that he/she is responsible for the
information contained therein.

Parent Signature: _____

Student Signature: _____

Date: _____