

Coventry School Committee

Ms. Katherine M. Patenaude, Chairperson, District 2
Mrs. Nancy C. Sprengelmeyer, Vice-Chairperson, District 4
Mr. Thomas A. Hetherman, District 1
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Superintendent of Schools

Mr. Michael Convery

Assistant Superintendent

Mr. James Erinakes

High School Administrators

Mr. Michael J. Hobin, Principal
Mrs. Lori Ferguson, Director of the Regional Career Center
Mrs. Lynne Burke, Assistant Principal for Student Services
Mrs. Susan Chandler, Assistant Principal 12th grade (F-M) & 9th grade
Mrs. Brooke Macomber, Assistant Principal 12th grade (N-Z) & 11th grade
Mr. Joseph Lucian, Assistant Principal 12th grade (A-E) & 10th grade

Curriculum Coordinators

Athletic Director	Mr. Chuck Jones
English	Mrs. Julie Boyle
Mathematics	Mrs. Catherine Dumsar
Physical Education	Mrs. Deborah Pacheco
Science & Technology	Mrs. Kathleen Sullivan
Social Studies	Mr. Matthew Brissette
Unified Arts	Mr. William Smith
Unified Student Support Services	Mrs. Shelley Bigelli
World Language	Mrs. Christine Hoskins

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

Dear Parents and Guardians:

This student handbook and agenda contains the educational and behavioral expectations as well as the school policies and procedures that will make the 2011-2012 school year a successful and rewarding experience for your son/daughter.

I encourage your child to use the agenda section to schedule and monitor their academic and personal commitments. The opening section of the handbook should be used as a reference throughout the school year.

Our student agenda is revised annually by a committee of teachers, parents, students, and administrators. Our belief is that through accurate and clearly articulated information to our parents and students through this document that everyone will embark upon this school year with a clear knowledge and understanding of our policies and expectations. Through collaboration efforts of this committee and others, we strive to provide our students with a positive, safe, and respectful educational environment that allows them to become self-directed, life-long learners, and responsible citizens. Every Kid Counts!

"At this school, we value kids; their thoughts, their feelings, their troubles, and their triumphs. And we promise to do all that we can to prepare them for their futures."
~Author Unknown.

I wish you all the best in the coming school year.

Sincerely,

Michael J. Hobin

Michael J. Hobin
Principal

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Mission Statement

The mission of Coventry High School is to challenge our students to meet high academic and ethical standards in a safe and supportive environment of mutual respect. We are committed to providing our students with clear instruction and criteria to develop the knowledge, skills, character, and cultural awareness to become productive and responsible citizens.

Student Learner Expectations

Academic

1. Reading
Read widely, attentively and on grade level for a variety of purposes, including academic, vocational, and leisure.
2. Writing
Write for a variety of purposes and audiences, creating suitable ways to communicate ideas.
3. Speaking
Use oral communication to share information, engage in conversations, build relationships, and promote understanding across disciplines.
4. Problem Solving
Define a problem, compile, interpret and organize the information, implement a strategy or plan of action to arrive at a logical conclusion.

Personal

5. Respect
Show tolerance and respect for self and others within the global and school communities.
6. Responsibility
Live by a personal code of good conduct by practicing the right behavior as individuals and in groups with maturity, integrity, courage, and a concern for others while making the right choices.

Community/Career

7. Independence
Understand post secondary opportunities and/or careers that match to personal strengths.
8. Culture
Gain knowledge and understanding of other cultures.
9. Arts
Demonstrate skills and knowledge of one or more art forms that encompasses creating, performing, responding, and related technical components.

GENERAL INFORMATION

Attendance

Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is absolutely necessary for academic success as it develops a sense of responsibility which is indispensable for survival in the workplace.

Minimum Attendance Expectations

All students must be in regular attendance. Students with excessive (more than three) unexcused class absences will have their term grade reduced by 5 points. Students with more than 7 unexcused class absences will have their term grade reduced by 10 points.

The following shall not be considered absences and shall not count against students:

- Absence from class due to out-of-school suspension
- Absence from class due to attendance at school-sponsored events
- Absence from class due to attendance at scheduled meetings with school personnel
- Absences from class due to religious observance

The following excused absences have been determined by the regulations of the Truancy Court:

- Illness confirmed by a Doctor's note within 3 days of return to school
- Dental appointments confirmed by a Dentist's note within 3 days of return to school
- Family bereavement confirmed with a newspaper obituary
- Legal/court obligations confirmed by a note from the courts
- Verifiable college and military appointments, prior permission from the Assistant Principal for Student Services and appointment verifications forms are required.

Absence Notes - Parents

The district does accept a parental note of absence for illness as an excused absence if the note is received within three (3) school days following the student's return from the absence. Parents are required to provide a doctor's note for extended absences of more than three consecutive days.

- Four (4) Parents' letters each quarter for absence due to illness are accepted as excused absences if received within three (3) school days.

Medical Notes

Medical notes have to be originals or a fax from a doctor's office only.

Absence, Tardiness and Dismissals

1. Students who are absent or suspended will not be allowed to attend any school activity during the period of absence or suspension until official reinstatement to school with a parent.
2. Per School Committee Policy, family vacations during school time will not be excused.
3. Parents wishing to appeal an attendance-related grade reduction should submit a written appeal to the Administration in the following order: Assistant Principal, Principal, Superintendent, School Committee.
4. Excessive tardiness to school is unacceptable. Students who accumulate between 5-7 unexcused tardies per semester will receive detention for each. A parent

conference may be requested should excessive tardiness become a serious or chronic problem, a student will be assigned to Retention for being tardy 8-10 times. On the 11th tardy to school, students will be suspended and must return to school with a parent or guardian. All other days tardy will result in disciplinary consequences unless excused with verifiable documentation (i.e., doctor's note, dental note, legal obligation, etc.) All notes must be submitted on the day the student is tardy.

5. A student who arrives late to class more than half way through the class, regardless of the class, will be considered to be absent from that class.
6. Students who are intentionally late to school will be considered truant. Work missed is not allowed to be made up.
7. **Students tardy after 11:00 am are considered absent and are ineligible to participate in athletics or extra curricular activities on that day.** Should the tardiness occur on the last day before a weekend or vacation, the student will be ineligible to participate.
8. Personal family appointments (non-medical), which can be scheduled during non-school hours, *will be included* in absence and tardy totals.
9. The classroom teacher will assign a consequence to students who are tardy to class without an acceptable or verifiable reason appropriate disciplinary action.
10. Students who miss a class period or a whole day of school without permission will be considered truant. All students who are determined to be truant will be subject to strong disciplinary action and will lose credit for work.
11. Students may be dismissed from school with a parental note for medical purposes or with verifiable documentation by a doctor, dentist, legal obligation, etc. These notes from verifiable sources or appointment verification forms must be turned in to the Main Office within three days. **No phone call will be accepted. Faxed notes can be sent to 822-9492. Parents can also contact the student's administrator.**
12. Students dismissed or absent from school are ineligible to participate in athletics or extra curricular activities on that day or the ensuing weekend should it occur on the day before a weekend.
13. Students dismissed for medical, dental, legal appointments, etc., must present a note to the Main Office at the beginning of the school day. Upon the student's return to school from the appointment, verification documentation must be turned in to the office or to the coach or activity advisor, if school day has ended, to be eligible to participate (parental notes will not suffice.) Any student clinically dismissed by the nurse due to illness may not return to school and is ineligible to participate in athletics or school activities.
14. Parents are asked to provide a note in advance of dismissal so that the student is prepared for dismissal. This is especially important during the lunch period.

Automobiles

The Coventry Public Schools provides, at taxpayers' expense, free bus transportation to and from school for all Coventry High School students. Those students who do not avail themselves of this service do so at their own risk. Any student using transportation other than that provided by the School Department, must bear full responsibility for punctuality and attendance. Students tardy or absent because of auto difficulties will not be excused and will incur the appropriate penalties. The parking of automobiles on school property is a school privilege. This privilege can and will be withdrawn from those students who violate school regulations regarding the driving and parking of autos on school grounds. The following rules and regulations will be enforced:

1. Parents and students should be aware that **the school officially opens at 7:10 a.m.** Loitering prior to that time and any time during the school day will not be permitted on school grounds.

2. Speed limit of 5 M.P.H. will be strictly enforced on school grounds and reckless driving will not be tolerated.
3. Students that choose to drive automobiles to school, do so at their own risk. The Coventry High School will not be held responsible for the theft of or damage to student vehicles. All vehicles should be locked at all times.
4. No student may go to the parking lot unless he or she has received express permission from an administrator.
5. With reasonable suspicion, Coventry Public Schools reserves the right to search any vehicle parked on school grounds.
6. Students should familiarize themselves with these rules. Parking privileges will be withdrawn from any student who violates the above rules or whose behavior, attitude, academic, punctuality or attendance record seems to be impaired by the use of school parking facilities.
7. Parking passes will be distributed to students in late August, with seniors having the first opportunity to obtain one. Administrators will assign parking in the student lots. When the parking lots have reached capacity, the issuance of parking passes will be suspended until spots become available.
8. Excessive tardiness to school may result in the loss of parking privileges.

Buses and Bus Conduct

School bus transportation will be provided by First Student Bus Company. Parents may contact them at 828-6990 to speak to the area manager. Bus schedules are published in the newspaper. No changes in bus transportation can be made to accommodate babysitting, student jobs or the like. Emergency requests are to be made through the administrative staff. Proper student behavior is expected as being critical to the safety of all students. Students are asked to sit quietly for the duration of the bus trip. Smoking, vandalism and improper behavior, which affect the safety of other students, is not allowed. Unacceptable behavior will result in disciplinary action, not limited to the loss of bus privileges.

Cell Phones

Cell phone use is strictly prohibited during the school day. Any student using his or her phone will have it confiscated.

Closed Campus

No student may leave the school premises without the permission of an administrator. Students are not allowed to go to their cars (unless prior approval from an administrator is given) or to loiter in the parking lots during the regular school day.

Dress Code

The serious nature of our school activities and the pride in the reputation of our school require neat grooming, cleanliness and appropriate dress. Students' general appearance should fall within the general guidelines of neatness and cleanliness. Generally, students are expected to dress themselves for the business of school. This means that clothing should neither distract other students or teachers, disrupt the educational process, or pose a health or safety threat to anyone. Clothing should be clean, free from promotion of or reference to drugs, alcohol and tobacco, and offensive signs, symbols or words. Clothing should be free of slogans, names, titles, or the like which may be defamatory toward person(s); the school or other organizations which may incite a negative reaction. Apparel which is worn to symbolize membership in a gang or clique will not be permitted. Restrictions on student dress may be applied whenever the mode of dress is in question.

The following clothing styles are specifically prohibited:

1. "See through" styles and or mesh style shirts, blouses, tank or midriff tops. All tops must cover the students' entire torso.
2. Shirts must have sleeves.
3. Short shorts, athletic shorts, spandex and cut-offs which do not meet mid thigh length.
4. Hats, bandanas, hoods, sweat bands, head gear, gloves and colors of perceived gang attire. Hoods pose a security risk to students and staff. The administration reserves the right to ban hooded sweatshirts.
5. Sun glasses, unless health related. Parents should notify the assistant principals' office of the situation.
6. Underwear worn as outerwear. Including clothing used as sleeping attire.
7. Clothing which reflects drug, alcohol, tobacco, gang, racial or religious symbols and/or profanity.

Driver Education

Any questions or concerns pertaining to the program should be directed to the Community College of Rhode Island (CCRI) www.CCRI.edu. Students are not permitted to leave school early for driver's education.

Electronic Devices

Electronic media devices are not permitted to be carried or worn in the school building. Such devices include but are not limited to; Ipods, *ear buds/phones*,, *cell phones* or other devices which may be deemed inappropriate by the school administration. Medical devices are not included in this ban. Failure to abide by this policy will result in confiscation of the device by the teacher or administrator. The device will be returned only to a parent or guardian. Repeat offenders will be considered insubordinate and will receive disciplinary consequences. Failure to give an adult an electronic device (including cell phones) as a result of a student using it is considered insubordination and may result in suspension from school.

Field Trips

1. Field trips are considered an extension of the students' academic program and are often carried out under the direction of a teacher or group of teachers. All field trips are approved by the principal.
2. Written parental approval is required for a student to attend a school sponsored field trip.
3. Students who find themselves in academic difficulty, in possible violation of the attendance policy or whose disciplinary record is questionable may be denied access to the field trip.
4. When there is an expressed concern, the physical status of a student with special needs will be evaluated by the school nurse, administrator and teacher advisor.
5. Students who have financial need are encouraged to see an Administrator.

Fire Drills / Evacuations / Emergency Procedures

Fire drills are held regularly throughout the year. Fifteen (15) evacuation drills are required by Rhode Island State law. Eight (8) drills are required to be conducted between the start of school and the end of November. One drill is a lockdown, one drill an evacuation from the building, and six (6) "regular" fire drills. During the spring, 7 additional drills are required, one lockdown, one evacuation from the building and five

fire drills. By law, these drills are not to be announced and must be carried out by all people in the school building.

At the sound of the fire bell, all students will leave the building immediately through the exit designated in each room. Students will proceed in an orderly manner but students will move as rapidly as possible. Students will show a serious attitude toward the drill and regard it as a real fire. Students should line up quietly in their designated areas with their classroom teachers for attendance purposes. Any student unaccounted for will be referred immediately to the Student Management Office or Assistant principal and may face disciplinary action.

In addition to fire drills Coventry High School has developed emergency procedures and protocols that are put into effect in the event of bomb threats, armed intruders, or other potential catastrophic events. These procedures, like fire drills, will be rehearsed periodically during the course of the school year.

It is the responsibility of all students during rehearsal or actual implementation of fire or emergency procedures to be cooperative and compliant with procedural instructions. Students behaving in an irresponsible or defiant manner during drills or real situations will be subject to the maximum penalty under the student code of conduct.

Food and Drink

Upon entering the building all food and drink should be disposed of. Food and drink are not to be consumed anywhere in the building other than the cafeteria. Delivery of fast food, pizza, etc., at anytime to the school is prohibited without the approval of the administration.

Health Insurance

Optional accident insurance is available to all students through the school at nominal cost. This policy covers the student while attending school, while traveling to and from school, and while participating in or attending school-sponsored activities. The student must report all accidents or injuries immediately to the teacher or advisor.

ALL Students participating in school athletics MUST carry full coverage insurance. Insurance forms are provided by the school in September.

The school does not assume responsibility for any accidents that occur during athletics.

Health Services

The Coventry School Department provides students with some medical and health services. The prime responsibility for students' medical care remains in the hands of parents. Students who are ill should remain at home and seek private care since our facilities are limited to assessment, counseling and emergency care.

The school nurse/teacher is available each school day from 7:15 AM – 2:05 PM. Students who become ill and wish to see the RN must come between classes, unless it is a medical emergency. If an extreme emergency, a pass is not needed. If the health office happens to be closed momentarily, students should report to the main office. In an effort to control communicable diseases, students with an undiagnosed but suspected case will be asked to remain out of school until a diagnosis by a health care provider. Parents are asked to inform the RN when communicable disease is present.

Emergency care for sickness and/or accidents is administered by the school nurse or other qualified faculty member. Telephone contacts for parents or designated emergency telephone numbers must be provided to the school as well as the name and telephone number of family physician. Parents will be notified promptly and asked to

furnish transportation home, to physician, or the hospital. If immediate medical attention is required and parents cannot be reached, then the nurse/teacher will arrange for transportation through rescue. Students who are vomiting or have a temperature of 100 degrees or over will need to be sent home.

Homework

The work and activities of most courses require some outside preparation. The daily academic program does not always allow for completion of work and some learning needs to be reinforced outside the classroom. Students should plan on a certain amount of home study daily. Students with extended absences of more than three (3) days should consult with their guidance counselor and/or the Student Management Office.

Ineligibility: Social and Academic

A policy for social and academic ineligibility is under review by the school committee. Should a policy be approved during the 2011-2012 school year, it will be mailed to all parents.

Lockers

Student lockers are distributed during Advisory during the first week of school. Lockers are the property of Coventry High School and are loaned to the student as a convenience for clothes and books. Students are expected to keep lockers clean and neat. If the locker does not work, the student should report it to his/her Advisory teacher or a clerk in the Student Management Office. Locker combinations should be known only by the student. A friend should not be sharing other students' lockers.

The locker is not a safe; valuables should not be left in it.

The school administration may search a student's locker when there is reasonable cause to believe that the locker contains evidence/ information pertaining to a violation of school rules and/or offers a threat to a safe environment.

Lost and Found

Students should not carry large sums of money to school. Students should be responsible for their own possessions. When sums of money, wallets, handbags, glasses and articles of jewelry are found, they are turned in to the secretary in the main office. All books are returned to the department's office. Articles of clothing are turned in to the Health Office. It is the duty of a good citizen to turn in all found articles.

Make-Up Policy

A student absent with an excused absence from school may make up missed work and is allowed the same number of days missed to submit make-up work.

Parents of students out for 3 or more consecutive days should call the school to arrange for the pick-up of work.

Students suspended from school will be able to make up ALL work. **All work assigned during the period of suspension will be due the day the student returns to school.** Missed tests or quizzes must be arranged to be made up with subject area teachers.

Any student that makes arrangements with a teacher to make-up work at an arranged time and fails to do so will be assigned a zero (0) for the work in question.

Exams follow a different make up policy. Please refer to Academics and Guidance Services.

Media Center/Library

All members of the student body, faculty and staff are entitled to use the Media Center/Library to check out materials.

- a. Materials are checked out for a two week period unless otherwise stipulated.
- b. Fines are five cents a day for overdue materials.
- c. Each borrower is held responsible for all materials drawn on his/her name and for payment of fines or overdue, damaged, or lost items. Borrowing privileges may be withdrawn if these responsibilities are not met.
- d. No materials may be taken from the MC/L without being checked out.
- e. Silence must be maintained so others may work without distraction.

Students could lose library privileges for not obeying the rules and regulations.

Medication Policy

Parents are advised to give medication at home and on a schedule other than during school hours. If, however, the student's health care provider decides that the child needs medication during school hours, then school regulations must apply.

Only medication prescribed by licensed health professionals will be given in school. This includes over-the-counter medications as well as prescription drugs.

All medications brought to school must be in its original pharmacy container with the student's name, dates and dosages on the bottle. OTC meds must be given to the RN at the beginning of the day. All medication must be brought to school by the parent or guardian.

A medication consent form must be completely filled out by the student's parent and doctor. Both the parent and the doctor are required to sign the consent form for medication to be dispensed at school. The health care provider may write orders on his form or letterhead that includes; the student's name, drug, dosage, time to be given and diagnosis. Any change in prescription of dosage requires a new order. Each additional medication requires a new form. All medication orders are good for that school year only. Faxed orders are good for three days only. Verbal orders are not accepted.

All unused medication MUST be picked up by the end of the school year or it will be discarded.

Emergency medications (EPI-pens and inhalers) may be carried by students whose doctor's orders are on file in the Health Office. Students carrying these must be responsible and knowledgeable in their use. Such students will be given a card to be carried stating that they have permission to carry these medications. Any student found to be sharing or misusing medication will be disciplined by administration.

Field trips – In order to accommodate student's needs on field trips, the following options are available.

1. A parent may accompany his/her child on the field trip to administer the medication.
2. A parent may send an adult designee to administer medication. The parent must identify the individual and send a note granting

permission. Secondary students may obtain permission to bring one dose on the field trip and self-administer. This does NOT include controlled drugs which may NOT be self-carried or administered.

3. For purposes of safety, medications should be given to the teacher to hold during the field trip. It should be carried in a labeled container and recognizable by the student.

The complete medication policy is available to parents at any time in the Health Office.

Military Recruitment (NCLB) Act of 2001

Armed Forces Recruiter Access to Students and Student Recruiting Information

National Defense Authorization Act, FY2002

Public Law 107-107 (115 stat 1012) Dec 28, 2001

Sec 544 Military Recruiter Access to Secondary School Students

Every local educational agency (school) receiving financial assistance under the general Education Provisions Act of 1965 shall provide, on request by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

A written notice to the high school is needed if a high school student or the parent of the student does NOT want to release the student's name, address and telephone listing.

Parent Communication

Coventry Public Schools strongly encourages on-going parent-school communications to support the learning of students. The high school offers the following vehicles to provide school-home information:

- Principal's list-serve—sign up to receive regular emails from the principal regarding activities and issues at the high school.
- Newsletters—published every six weeks; the newsletter appears on the backside of each progress report and quarterly report card.
- The Entry—the high school's newspaper, published quarterly by the extra-curricular club.

Passes

Students are not allowed out of class without an official school pass signed by an authorized member of the staff. Students must carry this pass while out of the classroom and must make it available to any authorized person upon request. ***Passes to leave a room to go to another teacher must be signed by the teacher requesting a student's presence.***

Posters/Ads/Brochures

All postings for Coventry High School events must be signed by the Student Council Advisor or an Administrator before such articles are distributed/posted in school.

School Cancellation

General Information: School cancellations may be heard on local radio and television stations. In addition, the Superintendent of Schools may telephone households to alert of school cancellation.

Smoking

Smoking is prohibited at all times at school functions and in the building and grounds. (Rhode Island General Law: 23-20.6.2)

Use of tobacco by minors is prohibited by (Rhode Island General Law: 11-9-4)

When a student is found to be smoking on school grounds they will have the opportunity

to attend a smoking cessation program (pending funding) rather than receiving a suspension. This program will be held after school.

Textbooks

All textbooks used in the high school are loaned free of charge to the students. Students are required to cover these books carefully upon receipt and to exercise care in their use. You will be asked to sign a receipt when a book is given to you. Record all requested information including the book number. Lost, damaged, or defaced texts must be paid for at the end of the school year at its replacement cost. Student records including report cards and diplomas will be held until books are returned or paid for. Lost textbooks should be reported immediately. Found books should be turned into the main office.

Visitors

All visitors must "sign in" at the main office. Only visitors having a legitimate educational purpose will be allowed in the school. NO visitor is to be brought into the school unannounced. Official visitor's badges will be issued to approved guests. They are valid for one day only. Requests to bring a younger member of your family or any infants into the school will **not** be granted. Unauthorized visitors will be subjected to arrest in accordance with state and local laws.

BEHAVIOR EXPECTATIONS

Introduction and Philosophy

Discipline, order, and responsibility are the foundations upon which society is built. Without these principles families, communities, and schools, as we know them, could not exist.

The most effective discipline is self-discipline. The individual who learns to make proper decisions and complete varied tasks in his life has developed self-discipline.

Self-discipline is considered proper learned behavior. Students must learn from parents, teachers, and other adults the need for discipline.

Each student has the right to an education, but he also has the responsibility not to interfere with the education of others. Every student has a responsibility to himself regarding his actions as they affect his fellow students and the school. Every student has the responsibility to attend school daily, to be on time to all classes, and to attend all classes.

All students have the responsibility to be aware of all rules and expectations regulating student behavior and conduct. The Coventry School Committee enacted this policy regarding discipline. The policy is a clear expression of rules, consequences, and procedures; it is intended to sustain order and control so that parents may be certain that their children are in an atmosphere conducive to successful study. Further, it will ensure equal and fair treatment to all students. With this policy no student or parent should be in doubt as to what can or cannot be done, as to what the consequences of an action will be, or as to what procedures will be followed by the faculty and administration.

Code of Conduct

Students shall conduct themselves as to reasonably comply with the following Code of Conduct.

A student shall:

1. Attend school regularly and punctually.
2. Be diligent in their studies.
3. Cooperate fully with everyone authorized by the school committee to provide educational programs.
4. Comply with school rules.
5. Be accountable to their teachers for their conduct.
6. Respect the rights of others.

Failure to abide with the Code of Conduct will result in consequences as prescribed in this handbook.

Honesty and Integrity in Academics

According to Coventry School District Policy it is expected that all students will demonstrate honesty and integrity in their academic work. Work that is submitted in a dishonest fashion (cheating, plagiarism, etc.) will not be accepted and students will be given a grade of zero. A copy of this policy is on file in the school and district offices. Teachers will document the infraction and send it to the appropriate Assistant Principal. Dishonest behavior may be subject to parent contact and disciplinary action, including ADP and out of school suspension. This may affect the status in the Honor Society.

Alternative Discipline Program (ADP)

ADP is an extended detention and has priority over teacher detention, office detention, and all other after-school commitments. It is the student's responsibility not to incur detention, particularly if he/she has after-school commitments.

Students who cut teacher detention will be assigned office detention or ADP and teacher detention will be reassigned.

ADP begins promptly at 2:05 p.m. and ends at 4 p.m. Only documented medical and legal appointments can be reasons to reschedule ADP. While serving ADP, the following rules are in effect:

1. Talking, note-passing, or any other inappropriate behavior will not be tolerated
2. No eating or drinking
3. Students will sit in seats assigned by the supervisor
4. Students must bring materials with them (school work or reading must be done the entire period)
5. Students will not be allowed to leave the room with the exception of using the lavatory at the discretion of the supervisor (one lav privilege per session)
6. No electronic devices are allowed in ADP.
7. No sleeping

Failure to adhere to these rules and to the directions of the supervisor will result in a minimum of a one-day out-of-school suspension and one additional ADP.

Failure to report to ADP will result in a minimum of a one-day out-of-school suspension and the ADP will be rescheduled.

Examples of violations that may result in assignment to ADP:

1. Truancy
2. Leaving school without permission
3. Excessive tardiness
4. Insubordination (including refusal to identify yourself to school personnel)
5. Disrespect
6. Failure to return required forms, papers, notices, etc.
7. Forging a parental signature on school related documents, forms, notes, etc.
8. Failure to report to office detention
9. Vandalism (restitution and/or labor)
10. Vulgarity

11. Going to student parking lot or leaving school property from school bus or school building without permission of an administrator
12. Making fun of, ridiculing, harassing, or threatening other student(s)
13. Wandering the building or being in a restricted area.
14. Failure to sign into school.
15. Any other incidents of inappropriate behavior as seen by the administration not specifically listed herein
16. Dress Code violations

ADP may be assigned in lieu of suspension by the administration for an infraction warranting suspension depending upon the degree of severity. After a student has been assigned to ADP four (4) times in a given semester, that student may be suspended from school rather than reassigned to ADP at the discretion of the administration. Should a student be absent from school on the day he/she is assigned to ADP, it is expected that he/she will be present at the following ADP session.

Alternative Learning Class (ALC)

Students are assigned to the ALC program in lieu of out-of-school suspension and are NOT permitted to attend ANY after school activities until after serving the ALC consequence and a re-instatement meeting is held with the parent and school official.

Students MUST attend this program from 10:30 a.m. to 4:00 p.m.

If a student walks out or is asked to leave the program area the student MUST return with a parent or guardian to complete a FULL day. Any student dismissed from this program MUST complete a full day. Students will have lunch within the program area/room. Students are expected to follow the rules of the program.

Appeals

Discipline by school administration may be appealed and must be done in **writing** to a higher authority.

The order of appeal shall be:

1. Principal
2. Central Office Administration
3. School Committee

In cases of appeal, a copy of the record and decision will be forwarded to the State Commissioner of Education.

In cases of appeal, the student will be permitted to attend school during the appeal process. However, the student will not be permitted to take part in extracurricular or athletic activities unless Administration determines otherwise.

In appeals of suspensions as a result of violation of the Coventry Public Schools Zero Tolerance Policy with respect to weapons, violence and drugs or alcohol, the student will not be permitted to attend school, extracurricular or athletic activities during the appeal process.

Bullying

Bullying is prohibited in the public schools of Coventry, RI State Law: (Rhode Island General Law: 16-21-26)

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spreads rumors about another student. In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

In the context of these regulations the phrase *at school* includes the following places and situations:

- Elsewhere in the school
- On school property
- Immediately adjacent to school property
- On a school bus or other school vehicle
- At school bus stops
- While students are walking to or from school
- At any school-sponsored activity or event, whether or not held on school premises
- Cyber bullying that occurs outside of school that affects the educational environment of the school may result in disciplinary action by the school and/or the police.

Reporting:

The principal shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Investigation:

The assistant principals will investigate all allegations of bullying with the assistance, if necessary from the school resource officer(s).

Class Cutting

Every student is assigned a room at all times during the school day. Students must attend every class to which he/she has been assigned. Students found cutting class will be assigned ADP for the first class cut. Subsequent cuts may result in suspension.

In addition, Work missed will be recorded as a grade of zero (0). The absence will be recorded as an unexcused absence for that period in accordance with the attendance policy.

Detention: Office

Office detention will be assigned by the administration. Office detention will be for a period of fifty-five (55) minutes, beginning at 2:05 p.m. and ending at 3:00 p.m. Students will be given twenty-four (24) hours notice for assignment to office detention. Students who are tardy by 15 minutes to office detention must remain in detention and will be assigned another office detention to be served the following day. Students who are tardy to office detention by more than 15 minutes will not be permitted to serve office detention and will be assigned an ADP and the office detention will be made up the following day. Students who are absent on the day of a scheduled detention will have their detention rescheduled for the day they return to school. Students ejected from office detention for any reason will be assigned ADP and the office detention will be made up the next day. Cutting office detention will result in ADP or suspension.

Examples of infractions that may result in assignment to office detention(s) include but not limited to:

1. Tardiness (late to school or class)
2. Failure to report for a teacher detention
3. Failure to return required forms, papers, notices, etc. (if the failure to return the form stems from a teacher's request to do so, office detention will be assigned after all teacher attempts to handle the situation have failed)
4. Failure to be in possession of a hall pass
5. Abusing a corridor pass privilege (wandering, loitering, etc.)
6. Public displays of affection
7. Class ejection due to disruptive behavior (1st offense)
8. Tardiness to lunch or inappropriate behavior in the cafeteria

9. Inappropriate behavior while passing in corridor
10. Inappropriate behavior while waiting to enter the building in the morning or waiting for a ride in the afternoon
11. Any other incidents of inappropriate behavior as seen by the administration not specifically listed herein
12. Should a student be absent from school on the day he/she is assigned to office detention, it is expected that he/she will be present at office detention on the day he/she returns to school

Detention: Teacher

Students are given one day’s notice of detention allowing students to inform their parents, coaches, employers, advisors, etc. Teacher detention will begin at 2:05 p.m. and end at 3:00 p.m. Teachers’ detention has priority over home commitments, work, appointments, office detentions, and any other outside activities. Students who cut teacher detention will be assigned to ADP.

Disciplinary Procedures

The discipline ladder below will be followed as best possible. The administration reserves the right to modify this list/consequences as deemed necessary.

Disciplinary Sanctions for violating the Code of Conduct may include:

- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- Admonitions, warnings, and counseling
- Assignment of additional homework or restitution
- Office detention and ADP
- ALC placement
- Short term out of school suspension
- Expulsion

Computer Violations Suspension of information network access
 Revocation of information network access
 Suspension of network privileges
 Revocation of network privileges
 Suspension of computer access
 Revocation of computer access
 School Suspension
 School expulsion
 Legal action and prosecution by authorities
 Personal computers without permission

Cut: Class/Advisory

- (1-4) ADP & parent contact
- (5+) 1 Day Suspension (increasing increments)

Tardiness:
to school

- (5-7) Detention & parent contact
- (8-10) ADP & parent contact
- (11+) 1 Day Suspension (increasing increments) w/ parent conference

Failure to report to an Administrator (Office)		Suspension and parent notification
Failure to Sign into school		ADP & parent contact
Leaving the Building: w/o Permission	(1) (2+)	ADP & parent contact 1 Day Suspension (increasing increments) & parent conference
In Restricted Area:	(1) (2+)	ADP & parent contact Suspension
Leaving Class without Permission:	(1) (2+)	ADP & parent contact Suspension
Truancy:	(ALL)	ALC & parent contact & Referral to Juvenile Hearing Board
Smoking or Possession of Tobacco Products in school or on school property	(1-3) (4)	3 day suspension and Smoking Cessation Program, Parent notification and Police notification 10 day suspension
Solicitation on school grounds		1 st warning 2 nd Suspension
Profanity		
Directed toward staff		3 day suspension & parent conference
Non-Directed		ADP
Racial/Ethnic Slurs		3 day suspension & parent conference
Fighting/Assault		Suspension & parent conference Referral to the Police
Inciting ANY Inappropriate Behavior		Suspension & parent conference Possible referral to the Police
Weapons:		Suspension for 10 Days per School Committee Policy, parent conference & Referral to the police
Drugs, Drug Paraphernalia, Controlled Substances, Alcohol		Suspension for 10 Days per School Committee Policy, Parent Conference & Referral to the Police
Selling / Distribution Drugs/Alcohol/Controlled Substances		Referral to police and suspension with possible expulsion
Suspected use of drugs/ Alcohol/Controlled Substances		Referral to nurse for assessment with parent contact & possible police involvement. Possible suspension
Vandalism:		Suspension, Restitution & referral to the police

- Theft:** Suspension (up to 10 days), Restitution & Referral to the police
- Lewd & Indecent Behavior** Suspension and referral to police
- Games of Chance/gambling:** Suspension and referral to police
- Other Inappropriate Behavior:** Professional discretion of the Administrator (includes insubordination)

Suspension: The student may **NOT** attend any after school activities that day(s) until a re-instatement meeting with the parent is held. This may include weekends and vacations.

Once a teacher/staff member has submitted a referral to the Administrator it becomes the Administrator's responsibility to apply appropriate disciplinary consequences.

Due Process

Due Process, under the law, will be afforded to Coventry High School students. Due Process may be defined as a course of legal proceedings in accordance with the rules and principles established for the enforcement and protection of individual rights. This means that a number of procedural matters must be considered in any school disciplinary action.

The elements of due process required in a school disciplinary action procedure can be expected to be fewer and more informal in nature. In essence, (courts have said that) three elements are required prior to any suspension: The students must be told the nature of the charges, given an opportunity to respond, and if he denies the charges, a statement of evidence supporting them. All this can be done informally, with the charges and supporting evidence delivered orally or in writing.

The courts have further recognized as an exception to these rules emergency circumstances under which a student could be immediately suspended. Emergency situations are defined by the courts to be those in which continued presence of a student poses a continuing danger to person, or property, or an ongoing threat of disrupting the academic process.

THERE IS NO QUESTION THAT STUDENTS MAY BE DISCIPLINED BY SUSPENSION OR EVEN PERMANENT REMOVAL FROM SCHOOL IN ALMOST ALL JURISDICTIONS FOR SERIOUS BREACHES OF SCHOOL RULES OR EVEN AN ACCUMULATION OF MINOR VIOLATIONS.

Games of Chance

The high school will not tolerate any "games of chance"/gambling. Disciplinary action and referral to the police will take place.

Harassment

It shall be the expectation of Coventry High School administration that student behavior will not adversely affect the atmosphere/climate in the building and that it will be free of harassment and for inappropriate behaviors.

This policy is constant with policy #1250 and includes Title IX issues and the American Disabilities Act, dealing with equal treatment of all parties in the school community. (Rhode Island General Law: 16-21-26)

Indefinite Suspension

At the School Committee's discretion.

Search/Seizure/Interrogation

Administration, with reasonable suspicion, has the right to search student's person, book bag, locker, automobile, or other belongings, seize contraband materials and interrogate the student regarding the matter. If a student is suspected and reported to administration as being under the influence of a controlled substance, or in possession of a controlled substance, weapon, or other harmful or illegal material, the student will be subject to search, seizure and interrogation by the administration. If a student refuses to submit to a search and seizure and interrogation by administration, the student will be suspended from school for 10 days.

In the event that contraband is found in the student's possession, both the parent(s)/guardian(s) and police will be notified and appropriate disciplinary consequences will be imposed.

A student suspected of being under the influence of a controlled substance will be escorted to the school nurse's office. The school administrator will conduct an interrogation and search. The school nurse/teacher in the presence of the escorting administrator will assess for indicators of impairment. If deemed necessary, a breathalyzer will be given by school officials or the school resource officer(s).

In the event that the school nurse/teacher and/or administrator determines that the student is impaired, the parent/guardian, and police and, if necessary, 911 will be called. Appropriate disciplinary consequences will be imposed and the student will be referred to the appropriate law enforcement, a drug treatment facility or a juvenile agency..

The school reserves the right to bring police trained dogs into the building in an attempt to provide a safe and secure environment.

Coventry Public schools reserves the right to search any vehicle parked on school grounds with reasonable suspicion.

In the case of all search and seizure situations, regardless of outcome, the school administration will notify the parent/guardian of the search. The searches are supported by the following US Supreme Court cases: New Jersey v. T.L.O., Doe v Renfrow, Zamora v Pomeroy.

Sexual Harassment Policy

Sexual harassment is defined as any unwelcome sexual advances: requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

Sexual harassment is unacceptable and will not be tolerated. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to employees, students and the public.

Should sexual harassment be alleged, there shall be a thorough investigation, and the problem will be appropriately addressed. Student/staff are requested to address this situation with the administrative staff.

Suspension: General

Examples of infractions that may warrant out-of-school suspension include (these are examples, not an exhaustive list):

1. Fighting in school or on school property (1st offense)
2. Flagrant disrespect, use of profanity, etc.
3. Vandalism (restitution and/or labor)

4. Stealing (school or personal property)
5. Cheating / plagiarism
6. Multiple class cuts
7. Multiple class ejections
8. Throwing objects such as rocks, snowballs, in a malicious manner
9. Failure to report to ADP
10. Theft
11. Threatening a teacher/staff member/student
12. Smoking
13. Vandalism
14. Making fun of, bullying, ridiculing, harassing, or threatening other students(s)
15. Publishing and/or distributing obscene, or vulgar material, or material which interferes with or is disruptive to the educational process
16. Throwing food, trash, etc. in the cafeteria
17. Emotional and/or irresponsible behavior resulting in destruction of school property. (Restitution)
18. Any infraction warranting ADP after a student has already been so assigned four (4) times in a given semester
19. Any other incidents of inappropriate behavior as seen by the administration not specifically listed herein
20. Any student suspended from school must leave school immediately and is not allowed to participate in any school functions or to be on school property at any time until the conclusion of the suspension. Violators will be considered to be trespassing with police notification. Parent(s)/guardian(s) MUST meet with an administrator prior to re-instatement to school.

The administration will suspend a student for ten (10) days for violation of serious offenses. In addition, the School Committee reserves the right to extend a suspension beyond the ten-day period.

Any offenses that violate local, state or federal laws or are considered serious or harmful in nature will be reported to the local police.

Examples include but are not limited to;

1. In accordance to school committee policy, we are a "Zero Tolerance" school, i.e. drugs, weapons and violence. The complete policy is on file in the main office or may be found on our web site.
2. Possession of explosives, weapons, stink bombs, mace, pepper spray, or other harmful devices.
3. Under the influence of alcohol or other controlled substances in school, on school grounds, or at a school function. If there is reasonable cause, the school will use a Breathalyzer to determine if a student is under the influence.
4. Possessing alcohol or other controlled substances in school, on school grounds, or at a school function.
5. Distribution or selling alcohol or other controlled substances in school, on school grounds, or at a school function.
6. Assaulting a teacher/staff member.

Theft

Theft of personal and/or school property will be reported to the police and if the theft is caught school disciplinary action will also be given.

Vandalism

Any vandalism to personal, school or community property will be reported to the police and will result in school disciplinary action (suspension).

Video Surveillance

Camera monitoring systems may be used by the Coventry Public School system on school property, including school buses and/or on school grounds.

Weapons/Dangerous Instruments

The Coventry School Department is concerned for the safety and welfare of all students and personnel in the school and at school sponsored activities. For this reason the School Board and State of Rhode Island Statues prohibits student possession and/or use of weapons or other dangerous instruments in any school building on school grounds, in a vehicle, or at any school sponsored event. This includes any item which was not originally intended as a weapon but which is used for that purpose. (Rhode Island General Law: 11-47-60)

The selling and/or distribution of a weapon(s) or perceived weapons will be referred to the police.

Penalties:

1. Immediate referral to the Coventry Police Department and immediate removal from the school environment.
2. Possession or carrying a firearm or replica requires immediate referral for expulsion of one full calendar year.
3. A minimum suspension period of ten days based on the Principal, or designee, investigative judgment regarding the specifics of the incident in which the weapon was displayed, used, found or reported.

ACADEMICS / STUDENT SERVICES

Helping students achieve academically and preparing them for a rich and rewarding life is a goal of Coventry High School. Along with teachers and administrators, the guidance and school counseling staff are available to assist students with their academic, career and personal-social development.

ACADEMIC ASSISTANCE

Students who are having difficulty with academic work or who require assistance in make-up work are encouraged to seek out their teachers for assistance. Teachers are usually available before and after school for students who require help. Students with special needs have opportunities to attend several support programs and are encouraged to talk to their case manager or school counselor to access these programs. In addition, peer tutoring is often available in several content areas. Formal ramp-up programs for 9th graders failing core classes usually run in the second semester.

ADVANCED PLACEMENT (AP) CLASSES

The curriculum in these courses is equivalent to the requirements of a full-year college level course. Students and parents alike must realize that an above-average investment of talent, time and energy are the prerequisites necessary for success. Teachers of these courses have received specialized training in the appropriate curriculum. Students must fulfill all requirements in order to receive Advanced Placement credit, and **MUST** take the annual Advanced Placement examination administered by the College Board in May. A student scoring a 3, 4, or 5 on the AP exam may be eligible for advanced placement in college courses. The student does not have to be enrolled in an AP course to take an AP test.

ADVISORY

All students have an advisory/personalization period in their schedules. Advisory is an opportunity for every student to work with a teacher who gets to know that student well

and can support and assist that student through high school. Recent regulations from the state encourage advisories as a means of personalizing the school environment. Advisories may also be instrumental in helping students through the proficiency based graduation requirements as well as help prepare students in their career development.

BUSINESS COOPERATIVES/INTERNSHIPS

Senior students have several opportunities to explore careers while in high school. The Business Cooperative allows students to receive one (1) credit while working in a job that is related to a career interest. Employers must submit weekly reports on students, and students must complete designated assignments, including a portfolio. Internships allow students to receive a half (½) credit by working with a teacher usually in a classroom setting. A standards-based project and reflective essays are required.

CAREER AND TECHNICAL CENTER

Students have the option of attending the Regional Career and Technical Center at Coventry High School. This center offers programs in the following:

Automotive / Diesel / Marine Technology	Carpentry / Construction
Cosmetology	Culinary Arts / Baking / Food Service
Computer Technology	Early Childhood Education
Health Career	Graphics Communication / Printing

All programs are 3 year programs and begin in the 10th grade. Students come to Coventry High School as full-time students.

CLASS RANK

Based on the student's Grade Point Average (GPA), each student is ranked in their class after their Junior year (sixth semester). Seniors are ranked after their first semester in grade 12, again after the third quarter. The existing rank is the official rank until such time as a new rank has been computed.

COLLEGE APPLICATION PROCESS

It is the design of Coventry Public Schools that every student will be college-ready when he/she graduates. Every student is encouraged to pursue some type of post-secondary education. The school counseling office assists students in the college application process by helping students identify their interests and goals and working to identify and prioritize those colleges students may wish to apply. Counselors are also available to assist students with completing the application, securing recommendations and in the writing of the essay and resume. To ensure that materials are requested, processed and sent in a timely fashion, seniors are advised of the following practices:

1. Students, with the help from their parents, and their counselor, are responsible for completing the college application, arranging for teacher recommendations, completing of the essay and mailing the complete packet to the appropriate college.
2. For each college or scholarship the student applies to, a "Transcript Request Form" must be completed and submitted to the Guidance Office along with a stamped addressed envelope, or an envelope provided by the college. Please allow 10 days to process, print and mail your transcript. CHS cannot guarantee the deadline if a student submits a late request.
3. If the college(s) expects or requests a first semester transcript, students should again complete a "Transcript Request Form" in late January or early February. Guidance will forward the transcript to the college.
4. Seniors shall inform guidance when they are accepted to a college or post-secondary school so a final transcript can be sent. Students are expected to provide an addressed stamped envelope.

COLLEGE VISITS

Students are encouraged to visit the campus of colleges of interest. Such visits should occur during school vacations and during the summer. Juniors and Seniors who wish to visit a college during school must obtain prior permission from the Assistant Principal for Student Services. Students must present a signed letter from a college representative in order to receive an excused absence.

Universities and colleges also send admissions representatives to the high school. Seniors can sign up in the Guidance Office to meet a college representative. A list of all visits is posted in the Guidance Office, and is listed in the bi-monthly senior bulletin. It can also be found on the high school's web page.

CONCURRENT/DUAL ENROLLMENT

The Coventry School Committee is committed to offering concurrent/ dual enrollment and/or similar transitional programs to qualified high school students. These programs provide students the opportunity to attend a local college while still officially enrolled at Coventry High School.

Final approval for enrollment of a student in any one of the transitional programs is the responsibility of the School Committee. Note that special rules apply, such as, students must take a minimum of six (6) credits of approved work in a particular college subject to receive one (1) credit in that subject at Coventry High School. Students may obtain additional information and procedures for application in the Guidance Office.

Another form of concurrent enrollment allows students to earn college credit by successfully completing certain high school courses.

CREDIT(S)

A credit is a unit of measuring coursework taken. A half-credit is earned when a student passes a semester course; one credit is earned when a full-year course is passed. Students usually carry 7 credits per year and must earn 24 credits to graduate. Seniors must earn a minimum of 3 ½ credits their senior year. See **Graduation Requirements; Promotion Policy.**

Credit Recovery

A student who attains a cumulative, final grade of less than 65 in a course is considered to have failed the course and will not receive any credit. Students who qualify may access the Extended School Year Program to retrieve credit for that year's failing courses. Students may also request to retrieve credit with 30 hours of private tutoring, college or on-line courses, etc. Such requests must be approved by the Assistant Principal for Student Services. Students may also retake the course through an online alternative program, such as PLATO (if available). Students and parents are notified by the teacher when a student's academic achievement suggests possible failure. Other communications include quarterly notices sent home by guidance, and Student Improvement Plans (SIP) generated by teachers and students to help students refocus and become successful in the class.

DROP/ADD PERIOD (see also SCHEDULE OF COURSES)

- During the ADD/DROP period (the first 2 weeks of the class), counselors may make schedule changes to relieve over-enrollment, conflicts, or for those who have a legitimate need to change a class.
- No changes to a student's schedule will be made after the DROP/ADD period unless there are special or extenuating circumstances, such as extended illness,

the implementation of a special learning plan, or teacher confirmation that a student has been misplaced in a course.

- If permitted to withdraw from a class, after the add/drop period the grade and attendance will travel to the new class. Students who are not passing will receive a "Withdraw-Failing" (WF) grade that will appear on their transcripts and may affect the grade point average and class rank.
- Certain allowances are made for honors and AP courses. See the *Program of Studies* for information.

EARLY ENROLLMENT PROGRAM (EEP)

Certain rigorous courses students pass may count concurrently as both college and high school credit. Courses denoted as EEP in the *Program of Studies* indicates that students will receive college credit from Rhode Island College for that course. There is a fee from RIC for participation in EEP.

EXAMINATIONS: MID-YEAR (JANUARY) AND FINAL (JUNE/JANUARY)

- A. Semester and final exams are required of every course in grades 9 through 12. The semester exam grade for each course will be weighted 20% of the semester grade.
- B. An exam schedule is published in January and in June. Senior high school students are expected to report for their scheduled semester exams and must remain in the exam room for the entire period. Depending on the schedule, seniors may be dismissed following their second final exam of the day.
- C. Students with a grade point average of 93 or above in full year or semester courses may be exempt from their final exam.

Attendance Policy for Exams

1. All students may be administered mid-year and final exams.
2. Exams must be taken on the scheduled day and during the scheduled time. Failure to do so may result in a zero on the exam.
3. Medical excuses are required if a student is absent due to illness.
4. Students who are late to an exam will be denied entrance. Late students are expected to report to and remain in a designated area. They are expected to sign in tardy with the supervising teacher.
5. **Only those students tardy within 15 minutes of the beginning of the exam period will be allowed to take the exam at the conclusion of the same day.**

EXTENDED SCHOOL YEAR (SUMMER SCHOOL)

Students who fail a course during the school year may need to attend summer school in order to earn credit in the failed course(s). Students can only retrieve the lost credit for courses taken in the previous nine months. A maximum of 2 credits may be earned in the ESY program. Students with an academic average of less than 45 are not eligible for the Extended School Year program. Students who have not completed or have failed a Common Task needed for their graduation portfolio, or those without Capstone approval, may also need to attend the ESY program. See the Guidance & School Counseling Office for information, restrictions and eligibility guidelines.

Students who successfully complete the summer school ESY program will have the make-up course noted on their transcript. Students cannot receive a grade higher than a "D" in the ESY remedial program.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's

education records. They are:

1. The right to inspect and review the student's education records within 10 days of the day the District receives a request in writing for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member.

GRADUATION REQUIREMENTS

Both the state and Coventry School Committee have set minimum graduation requirements. Students need to pass certain courses, amass certain credits, and, demonstrate proficiency via coursework, portfolio and exhibition. Beginning with the Class of 2014, all students must achieve a minimum of a "2" on the NECAP math and ELA tests. Students scoring a "1" must enroll in a remediation program and show growth in the subject area. The following is a summary of the Graduation Requirements:

A. Minimum Number of Credits:

To graduate Coventry High School, all students must earn at least 24 credits. The specific course credits needed to meet minimum graduation requirements are listed below. The remainder of the student's schedule is derived from elective classes which can be found in the ***Program of Studies***.

English	4 Credits (1 per year)
Math	4 Credits (1 per year)
Science	3 Credits
Social Studies	3 Credits
World Language OR Literacy	2 Credits
PE/Health	2 Credits (.5 per year)
Technology Literacy	.5 Credit
Visual/Performing Arts	.5 Credit
Electives	5 Credits
Minimum Credits to graduate	24 Credits

B. Demonstration of Proficiency

In 2003, the Rhode Island Board of Regents and the RI Department of Education mandated that, in addition to passing the minimum number of credits as stated

above, students must also demonstrate proficiency in English, math, science, social studies, technology and the arts in order to graduate.

Refer to the PBGR Handbook for specific information.

Coventry High School has adopted the following two methods as the Proficiency-Based Graduation Requirements:

- **Graduation Portfolio** – a collection of evidence (class work, artifacts, common tasks, reflections, etc.) demonstrating that a student is proficient in the skills and knowledge expected of all high school graduates. The portfolio allows students to show that they are meeting high expectations as well as providing a way for students to express their individually and show off and reflect on what they feel to be their best work.
- **Capstone Project** – an exhibition-type project designed by the student with an adult advisor and/or mentor that is derived from a core question based on the student’s interest. This project showcases both applied learning and content standards and should reflect what we do to solve problems in the real world and may involve job shadowing.
- **NECAP Testing**—the New England Common Assessment Program is a standardized test given to all juniors in October and May of the junior year. Beginning with the Class of 2014, students must score partially proficient on the ELA and math tests.

GRADING

Students may receive a variety of grades in a class (e.g., letter grade, numerical grade, pass/fail, has/has not met standard, etc.) On quarterly report cards, letter grades are used to designate a student’s academic progress. Students are graded on a scale ranging from A+ to a non-passing grade of F. Letter grades may also have a “plus” or a “minus”, except for the grades of D, F, P. A grade of Incomplete (“I”) may be given if the student has not completed work because of an illness or an extenuating circumstance. However, students have 10 days from the time the quarter closes to submit missing work; otherwise the grade will convert to an F.

The following table indicates the conversion of a numerical average to a comparable to letter grade.

Letter Grade	Numerical Average		Letter Grade	Numerical Average
A+	97-100		C+	77-79
A	93-96		C	73-76
A-	90-92		C-	70-72
B+	87-89		D	65-69
B	83-86		F	Less than 65
B-	80-82		I	Incomplete

WP **Withdrawn Passing from course**
WF **Withdrawn Failing from course**
WM **Withdrawn from class due to medical**

HONOR ROLL

The Honor Roll, which is announced after each marking period, is determined by the student's Grade Point Average (GPA). The GPA is calculated by multiplying the amount of credit assigned to the course by the quality points of each grade on the term report card. Honors and AP classes receive weighted quality points. Students with a grades of D, F or I are not eligible for Honors that marking period.

The following chart shows the Quality Points assigned to each grade. As Honors or Advanced Placement courses are weighted, those courses receive an extra quality point.

Letter Grade	Quality Points	
	Regular	Honors/AP (Weighted)
A+	4.70	5.70
A	4.35	5.35
A-	4.00	5.00
B+	3.70	4.70
B	3.35	4.35
B-	3.00	4.00
C+	2.70	3.70
C	2.35	3.35
C-	2.00	3.00
D	1.50	2.50
F	0.00	0.00
H	Home Tutored	
I	Incomplete	

There are 3 levels of Honors:

Highest Honors	Grade Point Average of at least 4.000
High Honors	Grade Point Average of at least 3.500
Honors	Grade Point Average of at least 3.000

HONOR SOCIETIES:

A. National Honor Society

Membership in the Coventry High School Chapter of the National Honor Society is a **privilege**. This privilege is given to students by invitation from the faculty. There is no application process. A student is evaluated annually in the areas of scholarship, character, leadership, and service. Students are identified as second semester juniors or second semester seniors.

Scholarship is determined by grade point average. The student must have a grade point average of 3.8 or higher. Once inducted, a student must maintain a GPA of 3.8 during his/her senior year. If a student is concurrently enrolled at a local college, he/she must earn a 3.23 GPA for the first semester.

Character is rated by the faculty, staff, and administration. Character is evaluated based on following school rules, including attendance and punctuality. Students must demonstrate the highest standards of honesty and reliability and must also show concern for others. In addition, honor society members are expected to adhere to policies both inside the classroom and in the community. This information must be confirmed by a current or previous teacher other than the student's parent/guardian.

- * Students will become ineligible for membership in the NHS if they:
- * **accrue more than twelve (12) unexcused absences per school year.**
- * **accrue more than eight (8) unexcused tardies per school year.**
- * **accrue more than a total of two ADPs during their four years,**
- * **ever cheat or plagiarized**
- * **are ever suspended.**

Leadership is evaluated using an information packet supplied by the students outlining their activities in school and in the community. Criteria for leadership include: holding school office or position of responsibility, continued involvement and active participation in a school, community, or religious organization. It may also include the planning, organization, and execution of an event such as a fundraiser. It does not include Senior Night for any sport. The information must be confirmed by an adult advisor other than the student's parent/guardian.

The **Service** standard is thirty hours of approved, documented community service completed during Grades Nine, Ten, and first semester of Grade Eleven. Once inducted, juniors must complete an additional fifteen hours during senior year. If a student is inducted as a senior, he/she must have completed forty-five hours of community service by second semester senior year in order to be considered for membership. Hours may be done in school or in the community and must be done on behalf of others (not including immediate family members) for which no compensation, monetary or otherwise, has been given. If students have questions regarding appropriate Community Service opportunities, please see an advisor. Community Service hours must be confirmed by an adult supervisor other than the student's parent/guardian. Students concurrently attending college must also complete the required community service obligation. Any student with a modified schedule must consult with the NHS advisor(s) regarding his/her status. All inductees must maintain membership standards and actively participate in National Honor Society Activities.

B. Rhode Island Honor Society

Coventry High School seniors are eligible for induction into the Rhode Island Honor Society based upon scholarship and character. A student must have a four year cumulative GPA of 3.5 through the end of third quarter senior year. Students who are concurrently enrolled at a local college must earn a 3.23 GPA for the first semester of senior year. Each student eligible for induction must demonstrate the highest standards of character which are rated by the faculty, staff, and administration. Character is evaluated based on following school rules, demonstrating honesty and reliability, and showing concern for others.

- * Students will become ineligible for membership in the RIHS if they:
- * **accrue more than fourteen (14) unexcused absences per school year.**
- * **accrue more than ten (10) unexcused tardies per school year.**
- * **accrue more than a total of two ADPs during their four years,**
- * **ever cheat or plagiarize,**
- * **are ever suspended.**

HONORS CLASSES

Honors courses form an accelerated program for those students who have shown excellent progress and aptitude. The curriculum is very demanding in each area of study and an extraordinary amount of out-of-class time is necessary to be successful in Honors level classes. Students should possess a respect for learning, an intellectual curiosity and a willingness to accept responsibility for the direction of their own learning. Students must remain enrolled in the Honors course for the duration of the quarter. Students must maintain at least a B average to be recommended for continuation in the program. Also see Advanced Placement (AP)

I-Parent

This is an Internet-based program that parents can log onto to view their student's absences, discipline record, schedule and transcripts. Contact Guidance for more information.

INDIVIDUAL LEARNING PLAN (ILP)

A major component of counselors working with students is the development of Individual Learning Plans, or ILPs. These help students reflect on the key components of their learning and help them plan their way through the course selections and personal activities that will help them make learning meaningful and connected. Counselors work with students to identify academic, personal/social and career goals and help students work to realize these goals.

INTERNSHIPS/BUSINESS COOPERATIVES

Senior students have several opportunities to explore careers while in high school. The Business Cooperative allows students to receive one credit while working in a job that is related to a career interest. Employers must submit weekly reports on students and students must complete designated assignments, including a portfolio. Internships all students to receive a half (1/2) credit by working with a teacher, usually in a classroom setting. A portfolio is also required. The Capstone must be completed in order to participate in either of these opportunities.

PARENT-TEACHER CONFERENCES

While the school offers formal parent-teacher conferences twice a year, parents and guardians are encouraged to contact their student's teacher whenever they feel such a need. Involved parents learn how to better support their child through high school and help create a strong school-home connection that fosters greater learning. Parents can leave a message for a teacher by calling the school or emailing through the www.coventryschools.net address.

Peer Mediation Program – The peer mediation program is an intervention program run by senior students who are trained in conflict resolution and mediation. Trained mediators meet with students who may be experiencing conflict or who have had a verbal or physical confrontation to assist them in resolving the dispute in a controlled and non-threatening environment. Students can arrange to have a mediation scheduled through his/her teacher or respective assistant principal. An assistant principal can also mandate that a mediation take place.

Process to become a mediator – Students may be referred to the mediation program by faculty or staff or may volunteer. All students who are interested will proceed with the application and interview process. Students must possess such qualities as good listening skills, the ability to be fair and non judgmental, the ability to be objective and non bias, and demonstrate good moral character.

PROGRAM OF STUDY

Coventry High School offers a variety of courses designed to meet the academic and career interests of our students. The guidance office houses the *Program of Studies* course description booklet which is available to parents and students. The *Program of Studies* provides a wealth of information regarding course offerings, promotional regulations and graduation requirements. Parents are encouraged to take an active role in the selection of student courses. Guidance counselors are available to answer student and parent questions regarding course selection and student career interests.

PROMOTION POLICY

In order to be promoted to the next grade, students must earn a minimum number of credits:

Promotion to Grade 10: at least 5 credits including one in English

Promotion to Grade 11: at least 11 credits including two in English

Promotion to Grade 12: at least 17 credits including three in English

REPORT CARDS AND INTERIM REPORTS

Student report cards are distributed approximately ten days after the close of the quarter. Students receive both a quarter grade and the current cumulative grade (the first quarter grade is the cumulative grade.) In addition, the grade the student earned on both the mid-term exam and the final exam are included in the 2nd and 4th quarter report. The report card also contains two teacher comments relating to the student's academic progress, work attitude, effort or conduct. Parents are asked to sign a copy of the report card and return it to the student's homeroom teacher. The final report card is mailed home in June.

To keep students and parents better informed, interim reports are issued shortly after the mid-point of every quarter. These contain two comments addressing the student's current progress in the class. They also need to be signed and returned to school.

SCHEDULE OF COURSES

A student's schedule of courses is a combination of teacher recommended classes and student-selected electives. Students are encouraged to take rigorous and challenging classes coupled with electives that are of interest and that may help prepare the student for a career or other post-secondary option. In January, teachers recommend students for courses the following year, and students select elective classes. Parents are urged to sign the course selection sheets. Schedules may be adjusted during the first 10 days of the semester; after this period of time courses cannot be dropped or added. (see Drop/Add Period)

SCHOLARSHIPS/FINANCIAL AID

Financial aid is a major concern for many applying to college. The Guidance Office offers a workshop in the winter to help parents and students navigate the college financial landscape.

The FAFSA form can be filed after January 1.

The Guidance office also collects and disseminates information on scholarships and grants. This information is available in the Senior Bulletin published every month by the guidance office and is also posted on the guidance web site. Seniors are encouraged to investigate the Scholarship drawer in the Guidance Office and discuss possible scholarships and grants with their counselor.

Senior Mentor Program - Any Senior who signs up to become a mentor will be assigned an underclass advisory. Frequently throughout the semester, mentors will work in their advisory to facilitate school/class-directed discussions or conduct

activities/mini workshops on various school and grade related themes such as substance prevention, bullying, dance etiquette, grade transitions, study skills, etc. This is a volunteer program. Mentors are expected to maintain **passing grades** and behavior standing and be up to date with their PBGR requirements. A sign up will be announced at the beginning of the school year for those seniors wishing to become mentors.

STUDENT RECORDS

Official student records are housed in the Guidance office and students and their parents are invited to examine the student’s Permanent Record File. This should be done by making an appointment with the school counselor. While the record is contains communications and information pertaining to the student’s academic life in the high school, only transcript information and selected test scores are permanently filed. A nominal fee is charged for copies of other materials in the record. Special services testing and results of team meetings are housed in the Unified Student Support Services office.

TESTING

Students are required to take district and State-mandated tests at times during the year. Students and parents are informed of these assessments. The NECAP assessment in Reading and math are administered in October and the Science is given in May. The PSAT test is given in October only and the SAT test is offered five times throughout the year and is given on Saturday mornings.

TRANSCRIPTS

A transcript is an official document listing of all courses and the final grade earned in high school courses and becomes part of the student’s permanent educational record which is kept on file. Seniors may need to request a transcript from Guidance when applying to college or for a scholarship.

WORKING PAPERS

Students age 14 – 17 years of age wishing to be employed need to submit working papers to their prospective employer. Working papers may be obtained through the Office of Guidance and School Counseling.

ATHLETICS

Coventry High School participates on an interscholastic basis governed by the rules and regulations established by the Rhode Island Secondary School Principals Association and its Committee on Athletics. For a complete listing of regulations regarding Athletics referee to the Athletic handbook.

FALL

BOYS

Cross Country
Soccer

GIRLS

Tennis
Soccer
Cross Country
Volleyball

COED

Football

WINTER

Basketball
Indoor Track

Basketball
Gymnastics
Indoor Track

Wrestling
Ice Hockey

SPRING

Baseball	Track	Golf
Tennis	Fast-Pitch Softball	
Track		
Volley Ball		

Good Sportsmanship Code

- Remember that our teams and supporters are the official representatives of our school before, during, and after any contest or other activities.
- Recognize that the good name of the school is more valuable than any game won by unfair play.
- Do not deride the officials whose responsibility it is to control the game, enforce the rules, and protect the players.
- Do not boo or jeer opponents, particularly during individual play situations
- Insist on the courteous treatment of visiting teams.
- Remember that when visiting other schools and communities, our conduct should be above reproach in all respects so as to reflect credit on our own school.
- Good sportsmanship cannot be legislated by a printed rule. It comes from the heart.

Mandatory Parent Meeting

There will be a Mandatory Parent Meeting prior to any student/child practicing/competing in each season.

Before each season parents and students MUST meet with the Athletic Director and coaches. NO student will be allowed to participate unless the student and parent(s)/guardians attend this meeting.

All students participating in school athletics MUST carry full coverage health insurance.

The school does not assume responsibility for any accidents that occur during athletics.

Athletic Eligibility

All participation in high school (grades 9-12) athletics is governed by the regulations of the Rhode Island Interscholastic League. Students needing more information should see the athletic director. Additional information regarding league regulations is available at www.riil.org. A high school athlete will be ineligible for athletic competition if his 19th birthday occurs prior to September 1st.

1. Students that transfer from either public or private schools should, through the Athletic Director, review the Rhode Island Interscholastic League Rules regarding transfers and eligibility.
2. The athlete must be taking at least five (5) subjects, not including physical education, each involving at least five (5) periods of work or an aggregate of twenty-five (25) periods of work per week.
3. At the end of each quarter, an athlete can NOT earn more than one failing grade. Failures or incomplete work caused by unavoidable absence may be made up at the beginning of the quarter provided it is made a matter of final record within three weeks of the first day of that quarter.
4. Students that pass the course, even if they earn a last quarter failing grade may play in a Fall sport.
5. The student may not compete if he/she has been enrolled in grades 9-12 inclusive for more than four (4) years.
6. Coaches have the authority to suspend an athlete from his/her squad if the occasion warrants such action.

7. A student may be declared ineligible in any interscholastic athletic activity if he/she conducts himself/herself in a manner that in the opinion of school authorities would reflect unfavorably upon other students.
8. Students tardy after 11:00 am are ineligible to participate in athletic or extra curricular activities on that day. Should the tardiness occur on the last day before a weekend, the student will be likewise, ineligible to participate. Students dismissed from school are ineligible to participate in athletics on that day or the ensuing weekend should it occur on the day before a weekend. Students may be allowed to participate in these situations with administrative approval.
9. Students dismissed for medical, dental, legal appointments, etc., must have such dismissal pre-approved by an administrator. Upon the student's return to school from the appointment, verification documentation must be turned in to the office, or to the coach or activity advisor if school has ended, to be eligible to participate (parental notes will not suffice.)
10. Any student clinically dismissed by the nurse due to illness may not return to school and is ineligible to participate in athletics or school activities.
11. In order to participate in athletics the following documentation must be submitted:
 - a. **Parental Consent/Physical Form** – This form must be signed by the parent/guardian and student's physician. This form is **valid one year from the date of examination**. It is the parents' responsibility to be sure that the updated physical documentation is on file from year to year.
 - b. **Insurance** – School policy requires that student athletes have "Full Coverage" insurance. Football players must select "football" insurance during the football season. If the athlete plays another sport during the following seasons, "Full Coverage" insurance is needed.
 - c. **RIIL Risk Form – Must be completed and NOTARIZED**. This must be signed by the parent and student.
 - d. **Assumption of Risk form must be completed and is valid for 4 years, grades 9-12.**

STUDENT ACTIVITIES

The administration reserves the right to exclude students from participating in student activities for the failure to comply with school rules.

Student Government

The Student Council is the governing agency for all student activities. The purpose of the Student Council includes the following:

- Develop positive attitude towards, and practice good citizenship.
- Promote harmonious relations throughout the entire school.
- Foster good student-teacher relationships.
- Assist in management of the school.
- Improve school morale.
- Provide a forum for student expression.
- Coordinate all student organizations and activities under one guiding body.
- Promote the general welfare of the school.

Class Organizations

Each class at Coventry High School elects officers. Class officers together with their faculty advisor are responsible for the business and social functions of their class.

Class Elections

A. Eligibility for Class or Student Government Officers

1. Successful completion of all subjects during the proceeding ten (10) academic months. (Summer school not included).
2. Member is in good standing; no suspension record from the preceding ten (10) academic months.
3. Candidate may not hold more than one of the following leadership positions at the same time: Class Officer, Student Council Officer, Yearbook Editor.
4. Candidate must not hold more than two active leadership positions at one time.
5. Elections will be held late May or early June.
6. Advisor must see Guidance Director and Assistant Principal for signature of approval attesting that the student is in good academic standing.

B. Procedures for Holding Elections

1. Candidate must use nomination papers obtained from Class Advisor and obtain a minimum of 25 signatures from class members. A member of the class may not sign more than one nomination paper per office.
2. Candidate should familiarize herself/himself with the list of duties for each office.
3. If three or more candidates are running for one office, a primary should be held. The primary should be held during homeroom.
4. The Class Advisor must initiate a statement of intent and posters.

C. Removal from Office

1. An officer may be removed from office for the remainder of the year for:
 - a) Failure to comply with the duties expected of their respective office
 - b) Failure to participate in activities sponsored by the class
 - c) Inappropriate behavior that reflects poorly on themselves, their organization, school, or community
 - d) Suspension(s)
2. Academic failure:
 - a) Class officers who receive a failing grade in any subject must be passing all subjects by the close of the next marking period and may not receive any other failing grades for the remainder of that school year.
 - b) Class officers who receive a failing grade during the third marking period, and then again during the fourth marking period, will not be eligible to hold office during the next school year.
 - c) Students who are elected to the position of class officer in June and receive a failing grade on their fourth quarter report card, must be passing all subjects by the close of the first marking period during the next school year and may not fail any other classes during that school year.
 - d) Those class officers who fail to meet these standards will be removed from office.
 - e) If an officer is removed, the Advisor will follow the constitution of their organization to fill the position.

Student Activities Procedures

Student activities are desirable and are to be encouraged. No student may be excluded from an activity other than for reasons of special ability required for the activity or for other related reasons. The school administration reserves the right to exclude from extracurricular activities any pupil whose behavior is contrary to the best interests of the school or group.

Any student who holds a leadership position (officer of a class, club, student government, or captain of an athletic team) and is suspended may be removed from the position(s) for the remainder of the school year.

No student clubs, organizations, or any activity may meet on the school grounds at any time without a faculty advisor present.

In all cases where school facilities are to be used after hours, such as dances, etc., proper arrangements must be made in advance.

The club, organization, or class sponsoring an activity must take financial responsibility for damages beyond normal wear and tear. It will be the responsibility of club officers and faculty advisors to present to the Principal requests for school functions at least two weeks before the scheduled date.

School Dance Guidelines

1. School dances are for Coventry High School students and their ticketed guests (high school students but persons not older than 20 years old unless prior approval from the Principal is given)
2. CHS students are responsible for the behavior of their non-CHS guest.
3. The Administration reserves the right to exclude any non-CHS students from attendance.
4. Tickets for dances will be sold in advance during school time. **No tickets will be sold at the door.** A dance ticket is not transferable. Only the student that purchased the ticket can use it.
5. **Administration reserves the right to evaluate the appropriateness of student behavior while at this dance. Students are expected to dance appropriately (face to face and with enough space between them). Students must follow all school rules at school dances and violations will not be allowed. Students who display any behavior in violation of school rules will be asked to leave the dance, with appropriate disciplinary action to follow. Parents will be notified of these occurrences.**
6. Parents are required to pick up their child at the conclusion of the dance. Student supervision is only during the scheduled time. Parents late from picking up students may result in students by excluded from future events.
7. The Administration reserves the right to exclude students from dances for poor behavior and/or poor academic performance. Only students in good standing with the school will be allowed to attend.
8. Any student causing trouble at any dance will be excluded from future dances for the remainder of the school year.
9. Signed permission slips are required of all dances.

Fundraising

All fundraising activities must be approved by the Principal.

Club advisors, class advisors, and other faculty members will note that no funds from an account may be spent unless arrangements are made in advance. When actual expenditures are to be made, formal requisitions are approved by the treasurer as well as by the advisor of the student activity, and the Principal's Office. For any purchase made, the School Treasurer must receive a signed copy of the slip.

Minimum Requirements for Student Participation in Club and Activities

1. In order to participate actively in any activity, students can not fail more than one major subject in each marking period. A major subject is defined as a subject, which meets every second school day. In cases involving fall activities, students must have final passing grades in major subjects from the previous school year.

2. See the section on Attendance for the requirements with respect to eligibility for participation.
3. In the event of situations not covered by these rules, the Principal/Assistant Principal will make the final decision.

Faculty Supervision

Student activities of any sort taking place in the school building require the supervision of a faculty member at all times.

Policies for After-School Activities

1. The sponsor must approve all plans for social functions in advance. Money will be expended only after complete approval of plans by the advisor and the Principal or his designee.
2. Unless otherwise notified, students are to wear appropriate school clothes at all activities.
3. Upon arrival, students must immediately enter the building. Students are not allowed to remain in cars or to loiter on school grounds. Once the student enters the building, he or she may not leave and return.
4. Excessive noise and wandering throughout the building is not allowed.
5. The organization's sponsor is in charge of the scheduled activity. This faculty member will be assisted by other staff personnel and will be the last one to leave the building.
6. Smoking is not permitted at any school activity.
7. Exterior and Interior doors will be locked at 3:00 PM.
8. Unless a student is participating in an afterschool appointment, they should exit the school at the conclusion of the school day.

There will be no loitering in school or on school grounds at the end of a scheduled activity. Students should arrange to have their transportation arrive at least 10 minutes prior to the end of the activity.

NOTES:

To Parents/Guardians:

The Administration requests that parents read the student handbook carefully and become familiar with its content. Within these pages you will find the rules of our school, an explanation of services and programs we offer, and our expectations for the education of your child.

We hope you will find this information useful and look forward to working with you so that your child may experience a rewarding school year. Included in this book are the eligibility requirements for the National and Rhode Island Honor Societies.

Student portfolios and capstone projects are the two state Proficiency Based Graduation Requirements (PBGRs) stipulated by Coventry High School for all students to complete in order to receive their diploma. In doing these projects, students will possibly be video taped/filmed, photographed or audio taped. Students will not be identified and these recordings are for the sole purpose of providing evidence of competencies achieved by CHS students. PBGR handbooks are distributed to students.

If a parent does not wish to have his/her child photographed for the paper or television, a letter should be written to the Principal stating such no later than September 15th of the school year.

Appropriate usage of computers is expected by all students. Any misuse of technology in any manner will result in disciplinary action and possible legal action as well. See the District's complete Computer Policy on line.

Also please complete the Biographical data information on this page and on the back.

Please sign (both parent and student) below acknowledging that you have read and understood the contents of this handbook.

Student Signature

Please Print Student Name

Parent Signature

Date _____ Advisory room _____

Failure to complete and return this page to school within the first full week of school will result in disciplinary action.

(signature)

I give my son/daughter permission to drive or walk himself/herself home AFTER I am notified.

Student Biographical Data

_____ Check if New Address or Telephone Number

Last Name First Name Middle Initial YOG

Mailing Address Town ZIP

Home Phone Number Date of Birth M/F

Name of Parent/Guardian Mother / Father / Guardian Circle

Place of Employment Work telephone Number

Cell Phone Number

E-Mail Address: _____

E-Mail Address: _____

Name of Parent/Guardian Mother/ Father/ Guardian Circle

Place of Employment Work Telephone Number

Cell Phone Number

Additional Contacts: ONLY listed contacts will be able to sign students out of school.

1. Name of Approved Contact Telephone Number

Relationship to Student Cell Phone Number

2. Name of Approved Contact Telephone Number

Relationship to Student Cell Phone Number