



2016-2017

JUNIOR/SENIOR HIGH  
STUDENT HANDBOOK

# *WELCOME*

Dear Students, Parents and Guardians:

Welcome to the *2016-2017* school year for Windham Junior and Senior High School. The administrative staff is excited for another productive and successful school year.

The mission of the Windham Schools is to foster pride, achievement, social responsibility, and perseverance among students. Time invested at Windham Junior and Senior High School is a valuable educational experience that provides skills, social development and opportunities for growth through academics, athletics, extra-curricular activities and interactions. Growth, coupled with desire and determination, can enhance successful fulfillment of future goals and opportunities.

It is our sincere desire that each student is successful during his/her time with us. Students who act in a respectful and responsible manner while taking advantage of our continually expanding curriculum have created a foundation for success.

The Windham Board of Education has developed guidelines for disruptive or inappropriate behavior by its students. A violation of any school rule or regulation may result in disciplinary action including school detentions, restricted periods, in-school suspension, out of school suspension, removal and/or expulsion from school, or court action as outlined in the Student and/or Athletic Code of Conduct approved by the Windham Board of Education.

This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein. This handbook may also be amended during the school year without notice.

This handbook, in addition to the student code of conduct, provides a basic guideline of the school rules and regulations, and expectations for student behavior. Please take time to review this handbook and become acclimated with the expectations for the students at Windham Junior/Senior High School.

## TABLE OF CONTENTS

|                                  |           |
|----------------------------------|-----------|
| Administrative Staff             | Pg. 5     |
| Board of Education               | Pg. 5     |
| Fight Song & Alma Mater          | Pg. 5     |
| Mission & Vision                 | Pg. 3     |
| Bell Schedule                    | Pg. 6     |
| Grading Periods                  | Pg. 7     |
| School Calendar                  | Pg. 7     |
| Grading Policy                   | Pg. 8     |
| Academic Awards                  | Pg. 8     |
| Arrival/Dismissal                | Pg. 8     |
| Athletic Eligibility             | Pg. 9-10  |
| Attendance                       | Pg. 10    |
| Extended Medical Leave           | Pg. 10-11 |
| Students Absent from School      | Pg. 11    |
| Advanced Request for Absence     | Pg. 11    |
| Tardy to School                  | Pg. 11-12 |
| School Attendance                | Pg. 12    |
| Tardy to Class                   | Pg. 13    |
| Portage County Juvenile Court    | Pg. 12-13 |
| Reporting to the BMV             | Pg. 13    |
| Additional Rules/Procedures      | Pg. 13    |
| Bus Transportation               | Pg. 14-15 |
| Change of Information            | Pg. 15    |
| Chromebook Policy                | Pg. 15    |
| Dance Regulations                | Pg. 15-17 |
| Distribution of Material         | Pg. 17    |
| Dress Code                       | Pg. 17-18 |
| Emergency Drills                 | Pg. 18    |
| Field Trips                      | Pg. 18    |
| Lunch Procedure                  | Pg. 18-19 |
| Lockers/Book bags                | Pg. 19    |
| Medication at School             | Pg. 19    |
| Honor Society                    | Pg. 19-20 |
| Saturday School                  | Pg. 20    |
| Search and Seizure               | Pg. 21    |
| Student Enrollment               | Pg. 21    |
| Student Parking                  | Pg. 22    |
| Student Publications             | Pg. 22    |
| Student Records                  | Pg. 22    |
| Surveillance and Student Privacy | Pg. 23    |
| Telephones                       | Pg. 23    |
| Vending Machines                 | Pg. 23    |
| Visitors                         | Pg. 23    |

|                               |           |
|-------------------------------|-----------|
| Violations not Listed         | Pg. 23    |
| Handbook Review               | Pg. 24    |
| Code of Conduct               | Pg. 24    |
| Disciplinary Actions          | Pg. 25    |
| Due Process                   | Pg. 25    |
| Expulsion                     | Pg. 25    |
| Out of School Suspension      | Pg. 26    |
| In School Suspension          | Pg. 26    |
| Detention                     | Pg. 27    |
| Class Removal                 | Pg. 27    |
| School Removal                | Pg. 28    |
| Zero Tolerance                | Pg. 28    |
| Violations                    | Pg. 28-29 |
| Cellphone                     | Pg. 30    |
| Gangs                         | Pg. 30-31 |
| Tobacco Use                   | Pg. 31    |
| Student Substance Abuse       | Pg. 32    |
| Zeroes Aren't Permitted (ZAP) | Pg. 32    |

**ADMINISTRATIVE STAFF**

Gregg Isler, Superintendent

Laura Amero, JR/SR High Principal

Sheri Gross, Elementary Principal

Samantha Pochedly, Treasurer/Director of Food Services

Marco Marinucci, JR/SR High Assistant Principal

Alysia Tinker, Director of Special Services

**GUIDANCE**

Rose Gainard, JR/SR High Guidance

**ATHLETICS**

Zack Burns, Assistant Director of Athletics

DJ Gross, Director of Athletics

**BOARD OF EDUCATION**

Melissa Roubic, President

Darryl McGuire, Board Representative

Dan Burns, Vice President

?, Board Representative

Elaine Grant, Board Representative

**WINDHAM HIGH SCHOOL FIGHT SONG**

Cheer, cheer for our Windham High  
Proudly we claim our shouts to the sky  
Windhamites are loyal and bold  
True to our colors, black and gold  
Our Alma Mater's best in the north  
Fighting for victory we rally forth  
Ever in our hearts repeating  
Victory for Windham High

**WINDHAM HIGH SCHOOL ALMA MATER**

To Windham High our love we give  
Our Alma Mater, dear  
We'll try in coming years to live  
A life that is sincere.  
Windham High, then here's to you  
To your colors we'll be true  
And when we're great with pride we'll state  
T'was all because of you.

| <u><b>Mission</b></u>  | <u><b>Vision</b></u>   |
|--|--|
| <p>Windham Exempted Village Schools will provide a learning environment that inspires student achievement. Teaching &amp; learning will have a foundation built on effective instructional strategies and the availability to technology resources that allow for optimal learning both in and beyond the classroom.</p> | <p>Windham Exempted Village Schools will prepare students for college and career readiness by:</p> <ul style="list-style-type: none"> <li>• Providing access to resources that meet the demands of each student's individual needs.</li> <li>• Authenticating real world learning experiences will ensure development of higher order thinking skills.</li> <li>• Implementing technology within the student centered learning environment.</li> </ul> |

### **BELL SCHEDULE**

The doors to the school building will open at 7:20 a.m. Students are not permitted in the building before this time, except through written permission. A five minute warning bell will ring at 7:40 a.m. and 1<sup>st</sup> period will begin promptly at 7:45 a.m.

|                        |             |
|------------------------|-------------|
| <b>Breakfast:</b>      | 7:20-7:40   |
| 1 <sup>st</sup> period | 7:45-8:27   |
| 2 <sup>nd</sup> period | 8:27-9:09   |
| 3 <sup>rd</sup> period | 9:11-9:53   |
| 4 <sup>th</sup> period | 9:53-10:35  |
| 5 A Lunch              | 10:35-11:10 |
| 5 B Lunch              | 11:10-11:45 |
| 6 <sup>th</sup> Period | 11:47-12:28 |
| 7 <sup>th</sup> Period | 12:30-1:12  |
| 8 <sup>th</sup> Period | 1:14-1:56   |
| 9 <sup>th</sup> Period | 1:58-2:40   |

### **GRADING PERIODS**

|                                 |                   |
|---------------------------------|-------------------|
| 1 <sup>st</sup> grading period: | Aug. 23 - Oct. 21 |
| 2 <sup>nd</sup> grading period: | Oct. 24 - Jan. 6  |
| 3 <sup>rd</sup> grading period: | Jan. 9 - Mar. 17  |
| 4 <sup>th</sup> grading period: | Mar 20- May 25    |

## 2016-2017 School Calendar

|                 |  |                  |
|-----------------|--|------------------|
| Aug. 18, 19, 20 | Staff In-service   |                  |
| Aug. 22         | KT Open House  |                  |
| Aug. 23         | Students' first day  |                  |
| Sep. 1          | JR/SR High Open House                                      | 4:30 pm- 6:00 pm |
| Sep. 5          | Labor Day- No School                                       |                  |
| Sep. 16         | Early Release  |                  |
| Sep. 22         | Parent-Teacher Conferences                                 | 3:00 pm-9:00 pm  |
| Oct. 14         | NEOEA Day-No School  |                  |
| Oct. 21         | End of 1 <sup>st</sup> grading period                      |                  |
| Nov. 8          | Staff In-service ( No school for students)                 |                  |
| Nov. 22         | Early Release  |                  |
| Nov. 23-25      | Thanksgiving Holiday- No School                            |                  |
| Nov. 28         | No School  |                  |
| Nov. 29         | Classes resume   |                  |
| Dec 22-2        | Winter break-No school                                     |                  |
| Jan. 3          | Staff In-service (No school for students)                  |                  |
| Jan. 4          | Classes resume   |                  |
| Jan. 6          | End of 2 <sup>nd</sup> grading period                      |                  |
| Jan. 16         | MLK Day- No School   |                  |
| Jan. 17         | No School  |                  |
| Jan. 30         | Early Release  |                  |
| Feb. 20         | President's Day- No School                                 |                  |
| Mar. 10         | Early Release  |                  |
| Mar. 17         | End of 3 <sup>rd</sup> grading period                      |                  |
| Apr. 13-18      | Spring Break- No School                                    |                  |
| Apr. 19         | Classes Resume   |                  |
| May 2           | No School  |                  |
| May 25          | Students' last day / End of 4 <sup>th</sup> grading period |                  |
| May 26          | Staff last day   |                  |
| May 28          | Commencement   |                  |

## GRADING POLICY

| <u>GRADE</u> | <u>PERCENTAGE</u> | <u>QUALITY POINT SCALE</u> |
|--------------|-------------------|----------------------------|
| A            | 90 – 100          | 4.0                        |
| B            | 80 - 89           | 3.0                        |
| C            | 70 - 79           | 2.0                        |
| D            | 60 - 69           | 1.0                        |
| F            | Below 60          | 0                          |

## ACADEMIC AWARDS

An academic letter will be awarded to any student who earns a 3.2 grade point average each of the first three grading periods. After the first year other appropriate awards will be given to students who achieve this distinction.

## ACADEMIC INTERVENTION

**Academic Intervention:** Teachers may assign Academic Intervention for work that is not turned in as assigned. These may be assigned for any day and can last up to one hour in length. Students assigned to Academic Intervention will be given a minimum of a 24-hour notice. This notice will detail the time, date, and place for Academic intervention, as well as the assignment, or a substitute assignment for which the Academic Intervention has been issued. Failure to attend a Academic Intervention may result in a referral to the principal and school detention will be issued. **All academic interventions supersede any after school activities.**

## ARRIVAL/DISMISSAL

Upon arrival, students may wait on the sidewalk area in front of the High School/Junior High. At 7:20 a.m., students may enter the building lobby and report to the cafeteria for breakfast, room 135, or the library until 7:40 a.m.

Students are not permitted to stand around or loiter in unsupervised areas such as parking lots, bleachers, track area, street corners or any other property so designated as "school property."

After dismissal from school, students who walk home are expected to directly leave school grounds unless attending an immediate after-school activity.

Students coming to the school for after school athletic practices, games or other events are required to wait in the assigned area.

Students who are being picked up by a parent/guardian may report to the gravel parking lot for pick up.

Students who drive to school are expected to exit the parking lot in a safe and timely manner. Student drivers are not permitted to make a "right-turn" onto Bauer Avenue until the buses have left to take students home.



## ATHLETIC EXTRA-CURRICULAR ELIGIBILITY

Eligibility standards are established by the Ohio High School Athletic Association and the Windham Exempted Village Board of Education. Eligibility for participation in extra-curricular organizations/clubs shall follow guidelines set forth for athletics.

**Grades 7-8:** to maintain eligibility for grades 7 and 8, you must be currently enrolled in a member school and have received passing grades in a minimum of five (5) of the classes in which you were enrolled in the immediately preceding grading period.

**Grades 9-12:** A student must be currently enrolled in school and must have received passing grades in a minimum of five (1) credit courses or the equivalent, in the immediately preceding grading period. This includes incoming freshmen students.

**Absence on Day of Extra-Curricular Activity:** To attend or participate in any activity such as an athletic event, play, band/choir performance, dance, etc., sponsored by the school, students are to be in attendance on the day of the activity. A day of attendance for participation in an extra-curricular activity is designated by an arrival of no later than 10:35 a.m. A student leaving with an early dismissal OTHER THAN: medical, court, or principal discretion must be present for a **minimum of 4 hours of the school day** in order to participate in the extracurricular activity on the day of the event.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, students in grades 7 –12 must have attained a minimum grade point average of 1.0 on the previous grading period. Students may participate in interscholastic activities if they received one failing grade for the previous grading period. An athlete will be ineligible when receiving two or more failing grades in the previous marking period. If a student's individualized education plan (IEP) indicates that an exemption from this portion of the policy (GPA requirement) would be advisable, such eligibility requirements shall not be applicable to that student, but the OHSAA requirement would still be in effect.

Students failing to meet the above requirements in any one grading period will not be permitted to participate in any organizational (club) activities as a member until the required level of achievement is once again documented (next grading period). A student may participate in practice with the approval of the head coach, athletic director, principal and parent/guardian.

## ATTENDANCE PROCEDURES

### COMPULSORY SCHOOL ATTENDANCE:

"A child between the age of 6 and 18 years is of compulsory school age" (ORC 3321.13) The laws of the state of Ohio (ORC 3321.04) require that every parent, guardian or adult having charge of any child between the age of 6 and 18 must send such child to a public, private or parochial school for the full term that school is in session, unless excused by proper legal certificate. Such attendance must begin on the first day of school.

Failure to send children to school (section 3321.38 ORC): "No parent, guardian or other person having care of a child of compulsory school age shall violate section 3321.01,3321.03,3321.94,3321.07,3321.30, or 3321.14 of the revised code."

In order to maintain compliance with state standards, **students are permitted no more than fourteen (14) absences in one year.** Parent notes for personal illness will not be accepted beyond the 14 day limit. All absences beyond the 14 day limit will be unexcused unless they are accompanied by a physician's note or a court document.

### **UNEXCUSED ABSENCES DEFINED:**

1. Any absence not excused by state law.
2. Days of at-home suspension.
3. Any absence for which a student fails to submit a written note the returning day.

### **EXTENDED MEDICAL LEAVE ABSENCES**

Prolonged physical illness under a physician's care of three (3) days or more must be verified on the physician's stationery along with the physician's signature. A student who may be suffering from a mental disability must be documented by a signed letter from a licensed physician, licensed psychologist, and/or certified school psychologist.

The letter from the physician and/or psychologist must note the exact number of days under his/her care and the exact number of days the student must stay home.

The awarding of academic credit is directly related to regular class attendance. **Students who have unexcused absences will receive a 1% reduction of each final grade per unexcused absence.**

School sponsored or sanctioned activities for which the student has been properly excused (field trips, athletic events, etc.) are exempt from and will not pertain to this policy exclusive of "medically excused absences, doctor or dentist appointments, required court appearances, and verifiable emergencies as determined by the principal.

### **STUDENTS ABSENT FROM SCHOOL PROCEDURE**

1. The parent must call the school, (330) 326-2711 ext. 515 before 8:30 a.m. to report the student's absence. Attendance personnel will make daily reasonable efforts to contact all homes that do not comply with the required call.
2. Upon returning to school, all students must **immediately** report directly to the Attendance Office prior to breakfast. Failure to promptly check-in may be considered an unexcused absence.
3. The student must bring a note written by the parent/guardian stating the specific date or dates and the reason for absence.

#### Acceptable excuses are:

1. Personal illness
2. Illness in the family
3. Death of close relative
4. Observance of religious holidays
5. Family emergency (must be an acceptable reason in the judgment of the administration.)

Whenever a student returns from a doctor's appointment, he/she should request an office visit certificate from the doctor. This document must be provided to the Attendance Office within two school days.

### **ADVANCED REQUEST FOR ABSENCE/ VACATION ABSENCES**

It is highly advised for students not to miss school for an extended period of time during the school year. If it is necessary for a student to miss school, the student must pick up an advanced request for absence form from the attendance office. **These slips must be submitted at least 1 week in advance to the principal.** If a student fails to submit the form in advanced notice, the student will receive a 1% reduction of each final grade per unexcused absence.

### **TARDY TO SCHOOL PROCEDURE**

- A. Students tardy to school will report to the Attendance Office to sign in and give their reason for tardiness. **Students who fail to sign in may face disciplinary action.**
  - B. A student is considered tardy to school if he/she is not in his/her designated room when the last tardy bell rings at 7:45 a.m.
  - C. **The only acceptable excuses for tardiness are the same as those for absence (see Item #3).**
  - D. Excessive tardiness due to illness may require written confirmation from a doctor that a medical problem exists.
  - E. Doctor notes must be resubmitted each semester.
  - F. Excessive tardiness will call for discipline. After 3 tardies, students will start to receive disciplinary action per tardy.
4. When the student returns to school after an absence, the student will be given an admittance slip from the Attendance Office.
5. The student will report to the classroom and present the slip to the teacher at the opening of each period. Students who do not have this slip will be sent to the Attendance Office.
6. Students wishing to leave school during the school day must be excused by the Attendance Office, Main Office or Clinic. Excused students are required to have a written note and a parental phone call to the Attendance Office that day. The student must provide verification of his/her appointment upon his/her return to school. Any students who unexcused early dismissals (**acceptable excuses are: personal illness, illness in family, death of close relative, observance of religious holidays, and family emergency- administration's judgment**) will have a 1% reduction of each final grade for unexcused dismissal.
7. College visitation requests to be absent from school must be signed by the parent and presented to the Attendance Office prior to the absence. Students receive 3 college visits per high school career. A college visit is an excused absence and WILL affect a student's attendance record if more than 3 visits are used. Verification of the visit must be presented upon return to school.

- 8. Falsification of any excuse, or forging of a teacher's or parent's signature shall justify the suspension of the student.
- 9. **Any student absent more than 10 days per semester, per course** must present a written doctor's note for all absences classified as illness or must obtain written doctor's certification of a chronic medical problem necessitating unusual absence. Students not complying with the above can be recommended for expulsion or can lose credit for courses taken unless verification has been established with the Main Office which denotes that a chronic medical problem does exist.
- 10. Situations of detention or incarceration will be dealt with on a case by case basis.

### **SCHOOL ATTENDANCE PROCEDURE**

Excessive absences will be discussed with students as administrators and the attendance office become aware of student(s) developing irregular attendance patterns. Irregular attendance is considered 5 or more unexcused absences in a grading period. Parents/Guardians will be contacted when irregular patterns are forming. After 10 days of excused or unexcused absences, the building principal will meet with the student and parent/guardian to review the student's consequences regarding the possible loss of academic credit. Disciplinary action, including court referral, will be determined.

**Any student absent more than 10 days per semester, per course** must present a written doctor's note for all absences classified as illness or must obtain written doctor's certification of a chronic medical problem necessitating unusual absence. Students not complying with the above can be recommended for expulsion or can lose credit for courses taken unless verification has been established with the Main Office, which denotes that a chronic medical problem does exist.

### **TARDY TO CLASS (CUMULATIVE) PROCEDURE**

**Note:** This process is revised at the beginning of each grading period.

- |  |  |
|--|--|
| 1 <sup>st</sup> Tardy: Verbal warning from teacher   | 4 <sup>th</sup> Tardy: Office referral   |
| 2 <sup>nd</sup> Tardy: Verbal warning from teacher   | 5 <sup>th</sup> Tardy: Office referral   |
| 3 <sup>rd</sup> Tardy: Detention issued by teacher   | 6 <sup>th</sup> : Tardy: Office referral |
| 7 <sup>th</sup> and further tardies: Home Suspension |  |

### **REFERRAL TO PORTAGE COUNTY JUVENILE COURT-DIVERSION SERVICES**

Failure to comply with attendance procedures will result in suspension, referral to the Portage County Juvenile Court, and/or the recommendation that the student be processed for expulsion.

Schools may refer a student to Juvenile Court for truancy as legally defined for being a habitual or chronic truant.

Habitual Truant defined as:

5 or more consecutive unexcused absences  
7 unexcused absences in one month  
12 unexcused absences in one school year

Chronic Truant defined as:

7 or more consecutive unexcused absences  
10 or more unexcused absences in one month  
15 or more unexcused absences in for the year

An informal meeting will be established by the court official who will invite the district's representative, parent and/or guardian, and student to discuss appropriate and expected attendance behaviors. Future consequences will also be discussed and documented.

### **REPORTING NON-ATTENDING STUDENTS TO THE BMV**

In accordance with current Ohio law, Windham School personnel are required to notify the State Bureau of Motor Vehicles (BMV) of any student under the age of 18 who has withdrawn from school for any reason other than a change of residence. School authorities may also notify BMV of students that are chronically or habitually absent from school.

A written account of each step of this process shall be maintained by the Attendance Office.

### **ATTENDANCE RELATED RULES AND PROCEDURES**

**Make-up Work:** The student will have one day plus the number of days absent to make up all work missed. It is the responsibility of the student to find out what he/she missed and make arrangements with the teachers in order to make up work missed. "Days" for this purpose are defined as school days.

**Appointments:** Students are requested to make all doctor/dentist appointments after school hours and/or on Saturday. Any appointment unable to be made after school must be verified by the students bringing an "office visit" slip upon their return to school. Failure to bring in proper documentation may result in an unexcused absence.

Students are expected to attend school before and after the appointment as only the time of the appointment and time of transportation will be excused.

**Injured or Ill Students:** Students who are injured or become ill while at school are required to go to the school office for help. School personnel options include, but are not limited to; making contact with the parent, allowing the student to sit in the school office, permitting the student to lie down in the clinic or calling for assistance from the school nurse, or releasing a student to go home. **Students may not use an electronic device to call or text someone without prior permission of the office personnel.**

**Seminar Students:** Junior and senior seminar students may be permitted to leave school grounds prior to the conclusion of school. The Building Principal reserves the right to revoke this privilege for excessive tardies, excessive absences, academic, or disciplinary reasons.

**Extra-Curricular Activities:** The Building Principal reserves the right to revoke participation or attendance at school-related Extra-Curricular Activities, including the Graduation Ceremony, for students who have excessive tardies, excessive absences, or disciplinary reasons. Student attendance at extra-curricular activities such as athletic contests, dances, concerts, and programs is a privilege. The student must be present in school for at least 4 hours of the school day to spectate or participate in an extracurricular event.

## **BUS TRANSPORTATION RULES AND PROCEDURES**

**General:** The safety of all those being transported to and from school or school-sponsored events is a very serious matter. The rules outlined in the Student Code of Conduct apply to all students transported by buses. This may be over and above the rules published by the bus transportation department.

1. It shall be recognized by a student, and by the parent, that the bus driver shall be in full charge of the bus at all times, and that the bus driver shall be responsible for maintaining order and discipline on his/her vehicle while the student is on the bus and for that period when the student is within viewing distance after discharging students.
2. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible. Continued disorderly conduct, persistent refusal to submit to the authority of the driver, shall be sufficient reason for refusing transportation services to any student.

### **Rules and Regulations for Pupil Transportation:**

1. No unauthorized person shall sit in the driver's seat or operate any of the controls.
2. No one shall throw any object in or out of the bus.
3. No one shall cause any part of the body to project outside from the bus window.
4. No one shall eat or drink while on the bus.
5. No one shall interfere with the driver's operation of the bus.
6. No one shall cause damage to any part of the bus.
7. Noise shall be kept to a very minimum at all times to ensure safety.
8. Changing to other seats while the bus is moving is not allowed.
9. Students shall not refuse to obey reasonable requests from the bus driver. The bus driver has the authority to enforce the above regulations.
10. Students shall remain well back from the roadway while waiting the arrival of the bus. They should refrain from throwing objects or horseplay while at the bus stop.
11. Students shall enter and exit the bus in an orderly fashion and go directly to a seat (which could be assigned) and remain seated until the institution is reached.
12. Younger pupils should be permitted to enter first.
13. Seats in the rear of the bus should be filled first.
14. The emergency door should be used for emergency only. (Failure to do so could result in suspension of service to the student.) Pupils shall not touch safety equipment on the bus.
15. Pupils who cross the road at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a road is necessary, it shall always be done in front of the bus and far enough in front of the bus so that the driver may adequately observe them. This means that the child should be able to see the face of the driver. The driver shall hold the bus with warning lights flashing until the crossing is completed and the pupil has boarded the bus and/or has crossed the street and is considered safe.
16. Students should check for traffic before crossing the roadway and must proceed straight across the roadway, approximately ten feet in front of the bus.

17. When being picked up on the right side, students should remain at the designated area ten feet or more from the bus. Students should wait for the driver to make eye contact with them before proceeding to board the bus.
18. Students are to wait until the bus makes a complete stop before beginning to exit the bus.
19. Only the superintendent, principal, or designee may authorize the transportation of a school-age visitor to the home of a regular school bus passenger upon the parental authorization and the availability of space.
20. No student shall stand while the school bus is in motion.
21. Students must remain seated, keeping aisles and exits clear.
22. Students must not put head or arms out of the bus windows.

### **CHANGE OF INFORMATION**

Please notify the office in writing of any changes of the following information. These records could be vital in case of an emergency.

1. Phone
2. Address
3. Marital status of parent /guardian
4. Change of custody
5. Denial of visitation or school records
6. Alternate person to be called in an emergency.
7. Method of transportation

### **CHROMEBOOK/TECHNOLOGY POLICY**

Students may use technology, which is the property of the school district. Students who break or damage the technology are responsible for the damage and may face financial charges. If a student uses the technology inappropriately, the student may face disciplinary actions. The administration reserves the right to revoke technology privileges at any time throughout the school year. If suspicious behavior is occurring, the technology may be searched at any time by the administration. All students are required to sign an acceptable use of technology form at the beginning of each school year.

### **DANCE REGULATIONS – HIGH SCHOOL**

The staff and administration recognize the desire for social interaction between students as part of extracurricular events, specifically student dances. While such events are held out of the normal school day, such events still fall under school supervision and regulation. One of the purposes for supervision and regulation is to provide guidelines for participant behavior, including the safety and enjoyment of all attendees.

The following is a list of guidelines for student attendance and behavior at school sponsored student dances:

1. Student dances shall be open to all Windham High School and Maplewood Career Center students who have Windham as their home school.
2. Grade level for attendance may be regulated by the sponsoring group, i.e., prom, etc.
3. Tickets for any dance may be purchased by currently enrolled Windham High School and Maplewood Career Center students only. Tickets may be sold at the door for current students only at the discretion of the sponsoring group.

4. A student may elect to invite an out-of-district guest. **The following guidelines will apply:**
  - A. The guest must be verifiably enrolled in an area high school or high school based career center program.
  - B. Tickets for guests must be purchased in advance; no tickets may be purchased at the door.
  - C. A Guest Request form must be obtained in advance and completed prior to purchasing the guest's ticket.
  - D. The Guest Request form must be completed by an administrator of the guest's home school, must include all requested information, and must include a recent school photo of the guest. No faxes or phone authorization will be accepted.
  - E. Guests may not enter the dance without the registered student.
  - F. The sponsoring organization with administrative approval may limit participation to only Windham Exempted Village School students.

5. Behavior during school sponsored dance events are covered under the guidelines outlined in the Student Handbook and appropriate social guidelines. Specifically:

A. Once the student has entered the dance, he/she must sign out to leave the premises prior to the close of the event. Leave/re-enter privileges do not exist. If necessary, an escort may be requested to monitor a student's travel to the parking lot to retrieve a missed item from a vehicle.

B. If a Windham student brings an out-of-district guest, when the Windham student leaves, the guest must leave as well.

6. Attire shall be suitable for the dance as set forth by the sponsoring group. Hats, dew rags and bandanas are prohibited by the school dress code and shall not be permitted at dances. Undergarments and undershirts shall not be exposed. Shirts must remain on and buttoned.

7. Students are expected to keep personal demonstrations of affection out of the dance.

8. Dancing shall be appropriate for the event and setting, shall be face-to-face, and shall not include sexually suggestive movements. Dance sponsor, chaperones and administrators reserve the right to request students adjust their behavior.

**Note:** Consequences for violating school/dance policy can include regular school discipline, denial of participation in future dances, and police referral. **Students are expected to comply with all behaviors outlined in the Student Handbook. Any student and/or guest failing to comply with requests for behavior adjustment may be asked to leave the dance immediately.** There will be no return of ticket money paid.



## DISTRIBUTION OF MATERIAL

The principal must give permission if a student(s)/group wishes to distribute or post written material on school grounds/property. Material which is libelous, obscene, offensive, or which may interfere with the educational process is prohibited. Appropriate disciplinary action will be taken in these cases.

## DRESS CODE GUIDELINES

Student dress shall be appropriate for the educational activities of the school. Attire and/or appearance that are considered unsafe, unclean, immodest, vulgar and offensive will not be permitted.

### Prohibited:

1. Beach and athletic wear
2. Pajama and flannel pants
3. Spandex/biker pants
4. Yoga pants and leggings **without shirts that significantly cover the private areas of the body.**
5. Jeans with holes in them WITHOUT leggings underneath to cover the holes that are 2 inches above the knee. **\*Leggings underneath can be patterned, any color, but cannot be sheer.\***
6. See-through clothing or sleeveless T-shirts
7. Skirts, pants, shirts and blouses that expose an excessive amount of skin or private areas of the body.
8. Short skirts, dresses and shorts- **no shorter than 2 inches above the knees**, and are appropriate for school and would be acceptable in a business environment.
9. Bare midriff including crop tops or shirts that are too short
10. Thin strapped tank tops (including spaghetti strap tank tops, halter tops) - shoulders and bra straps are covered
11. Low cut shirts that expose cleavage- shirts must have a modest neckline
12. Clothing and accessories that demonstrate or suggest racial, ethnic, sexual or religious disrespect.
13. Writing across the buttocks area of clothing.
14. Objectionable logos, including references to drugs, alcohol, tobacco, cigarettes, sex, race, derogatory comments, and/or pictures, gang identifiers, cult identifiers, and profanity
15. Alterations on clothing to identifying with gang membership
16. Skin-tight garments. Skin tight is defined as any garment that shows one's anatomy or undergarments in a detailed manner.
17. Clothing and/or jewelry that would be hazardous to a student's health or safety and/or disrupt the educational process
18. Hats, hoods, bandanas, scarves, head apparel or sunglasses during school hours. **These items may be removed from the student by the administration.**
19. Coats in the classroom or halls, except when entering or exiting the building (Exceptions will be granted only by the administration).
20. Game day jerseys without sleeves or without under or over garments that have sleeves.
21. Extremely loose fitting clothing: Trousers/slacks/jeans worn below the hips that have the appearance of the "sag" look.
22. Bare feet and questionable footwear
23. Application of make-up, colognes, scented lotions/creams outside of the restroom

\*In special programs and athletic teams, the coordinators of such programs and coaches of the teams shall have the authority to regulate student dress and grooming.

\*\*Attire at public performances is expected to follow approved guidelines.

All situations not covered in the above list shall rest in the hands of the administration and faculty. Students failing to comply with the above regulations will be asked to change their clothing. If suitable clothing is unavailable, students may be placed in the office or another location until a parent can bring a change of clothing. Time spent in the office or an alternate location for dress code violation may result in a grade of zero (0) for any class work missed because of this offense.

**Note:** Noncompliance or repeated violations will result in additional disciplinary action.

## EMERGENCY DRILLS

- A. **Fire Drills:** Fire drills are periodically held in accordance with state law. During these drills students are to walk rapidly and silently to the appropriate exits, proceeding to designated areas away from the building.

\*Teachers will see that windows and doors are closed and that all lights are out. Students are not to handle any fire equipment. Students disturbing or tampering with any fire equipment will face appropriate disciplinary action.

- B. **Tornado Drills:** Tornado drills will be called periodically. Students are to move silently to the designated hallways or areas of safety as directed.

- C. **School Safety Drills:** School safety drills must be conducted annually. Additional drills will be announced as needed. Students are expected to follow directives given by the school employee in their immediate vicinity.

## FIELD TRIPS

The staff and administration of Windham High School and Junior High recognize the use of off-campus visits/events as an educationally sound supplement to the regular curriculum. However, when a student's academic, attendance or disciplinary record are less than satisfactory as determined by building administration, he/she may be prohibited from leaving the building to attend a non-essential event. Academics, attendance and discipline will be reviewed and permission shall be at the final discretion of the building administrator.

A field trip is a school event; therefore, any violation of the student hand book while on a field trip will result in disciplinary action.

## LUNCH

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast and lunch periods are closed. Food deliveries to school will not be accepted.

All students are to eat their lunch in the cafeteria and are to report promptly as scheduled. Students will remain in the cafeteria during lunch.

While eating or socializing in the cafeteria, students are expected to:

1. Observe good dining room standards: sitting at the tables, conversing quietly with others, etc.

2. Refrain from unacceptable behaviors such as cutting in line, throwing food or acting in a boisterous manner.
3. Leave the table and surrounding area clean and orderly, putting trash in the proper containers.

## **FOOD/BEVERAGE PROHIBITED OUTSIDE THE CAFETERIA**

Food and all beverages except for bottled water are prohibited outside the cafeteria, unless packed as a lunch. Lunches are to be kept in the student's hall locker. Bottled water is the only beverage allowed in the labs or classrooms. Disciplinary action will occur to chronic offenders.

### **Free/Reduced Lunch Program**

The Board of Education recognizes the importance of good nutrition to each student's educational performance. Free or reduced lunches/breakfasts are available to all students.

## **LOCKERS/ BOOK BAGS**

Students must use their assigned locker and are encouraged to use a lock in order to prevent property loss. The school is not responsible for any losses that may occur; however, report all losses to the administration immediately.

Gym lockers are provided as a convenience for students. No money or other valuable items should be left in a gym locker. These items should be given to the physical education teacher.

Lockers remain the property of the school and are loaned to students for proper use. Any type of writing or graffiti is prohibited. School officials reserve the right to examine a student's locker and its contents at any time. Any articles found in violation of the Student Code of Conduct (weapons, drugs, alcohol, tobacco, explosives, etc.) will result in disciplinary actions, including notification of the proper police authorities.

**Book bags** will be permitted to serve as an extension of a locker. The school reserves the right to search book bags at any time with probable cause.

## **MEDICATIONS AT SCHOOL**

**Prescription/Non-prescription Drugs:** No student is allowed to carry, consume, or provide any type of prescription or over-the-counter medication for himself/herself or another student.

Students requiring medication during school hours must complete a medication form. This form must be completed by the physician and the parent with instructions for administering the medication and must be submitted to the office. Students will take said medication at specific hours under the supervision of office personnel.

## **HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY**

Candidates for Windham High School shall be currently enrolled in grades 10 – 12. Candidates for Windham Junior High School shall be currently enrolled in grades 7 and 8.

#### Selection Process:

- A. Student G.P.A.'s are calculated and applications are given out. The cumulative G.P.A. standard for Windham National Honor Society and National Junior Honor Society consideration is 3.5 for all new inductees.
- B. Teachers are given a list of applicants and asked to vote on a 1-4 scale regarding the student's qualities of leadership, service and character.
- C. Candidates' scores from teachers are totaled and divided by the number of respondents to get an average score. The average score is placed on a score sheet under "Teachers' Rating" to be used in the faculty council's selection process.
- D. Applications are read to the faculty council and each member scores the candidates on a 1 – 4 scale on service, character and leadership. Scores from faculty council members are averaged for a "faculty score" in each category.
- E. Each candidate's Faculty rating, leadership, service and character averages are totaled. Based on a 20 point scale, those candidates averaging 17 points or an 85% are selected for induction into National Honor Society or National Junior Honor Society as dictated by current grade level.
- F. Membership in the Windham National Junior Honor Society does not guarantee application to or membership in the Windham National Honor Society.

### **SATURDAY SCHOOL**

The Windham Junior/Senior High School Saturday School Attendance Program provides additional opportunities for students to demonstrate their academic capabilities in a classroom setting while offering students the chance to improve their attendance status. The program is held periodically throughout the year and is staffed by certified staff members of the Windham Exempted Village Schools.

Attendance at one Saturday School day equals one day absent. No more than 2 days of attendance credit can be earned in any semester. Days cannot be applied toward any semester and/or grading period that has already been completed.

Participation in this program does not change the number of days reported absent to EMIS or for official school record keeping. This program is intended only to offer modifications in regards to credit loss due to attendance related issues.

Saturday School may also be assigned for violation of the Student Code of Conduct and for ZAP.

#### **ATTENDANCE AND LOCATION**

- Saturday School is held in The Hangar
- Saturday School is held from 8:00 a.m. to 11:00 a.m.
- Students are responsible for their own transportation to and from the Program.
- Entrance to building will be through the Junior High front entrance by The Hangar.

## **RULES FOR SATURDAY SCHOOL**

- Cell phones are not permitted and will be collected at the start of the day.
- Pagers, CD players, and other personal electronic devices are not permitted. Calculators *without games* are permitted *for academic use only*.
- There will be a ten-minute stretch/restroom break.
- No food is allowed. Water is allowed only in clear bottles.
- Students must bring schoolwork to Saturday School.
- Talking, sleeping, or appearing to sleep, is prohibited.
- Students who are asked to leave for non-compliance will not receive credit and receive additional disciplinary action.

## **SEARCH AND SEIZURE**

To maintain order in the school and to protect the safety of students and school personnel, school authorities may search students, school lockers, locker contents, and/or automobiles driven to school by students and may seize any illegal, unauthorized, unsafe, or contraband materials discovered in the search. Searches may occur as a result of reasonable suspicion or a function of a random search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel; disruptive of any lawful function, mission, or process of the school; or described as unauthorized in the school rules.

Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Failure to permit searches and seizures as provided in this policy will be considered insubordinate behavior.

**Personal Searches:** A student’s person and/or personal belongings (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or unsafe materials.

**Video Recorders, Data Storage and Electronic Communication Devices:** These devices may be searched by school officials if reasonable suspicion exists that may have been used in an activity prohibited by the Student Code of Conduct.

## **STUDENT ENROLLMENT PROCEDURES**

In order to enroll a student, the parent/guardian shall provide the school with: a copy of the child’s birth certificate

1. social security card
2. proof of residence
3. custody papers (if applicable)
4. immunization
5. records

**Upon receipt of proper documentation school officials will contact the previous school district and request the student’s official records. If the previous school indicates no record of the student, or after a 14-day waiting period no records are received, school officials shall notify the Windham Police Department or the law enforcement agency concerning the possibility that the student may be a missing child, as the term is defined in Section 2901.20 of the Ohio Revised Code.**

## **STUDENT PARKING**

Students are only permitted to park in the paved school parking lot in front of the High School. Students must be parked in their designated student parking space with their permit displayed. Under no circumstances are students permitted to be in the parking lot or at the cars parked in the lot during the hours of the school day unless they have an approved early dismissal.

The parking lot is considered school grounds and all policies in the Code of Conduct apply. By parking your vehicle in the school parking lot, you hereby authorize the school authorities to search the vehicle if the need arises. Any article found in violation of the Student Code of Conduct (tobacco products, weapons, drugs, alcohol, explosives, etc.) will result in disciplinary action including notification of the appropriate authorities.

## **STUDENT PUBLICATIONS**

Publications, such as the student newspaper and yearbook are connected to the overall school program and subject to editorial control by school officials.

## **STUDENT RECORDS**

There are two basic kinds of records – directory information and confidential records.

Directory information will be made available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of said information. Under Ohio law, directory information includes the following: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate.

The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Information on former students falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert an addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the Guidance Office, in writing, stating the records desired.

The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

### **SURVEILLANCE AND STUDENT PRIVACY**

The Windham Board of Education authorizes and utilizes surveillance equipment in school buildings, on school grounds and school buses.

If a recorded image, including but not limited to tapes, videos, digital images and pictures shows evidence of a student violating the Student Code of Conduct that recorded image may be used in disciplinary action against the student. School video may be viewed by school administration and law enforcement. Law enforcement and legal officials may view the tape at the discretion of the Superintendent of Schools.

### **TELEPHONES**

School telephones are not to be used for personal calls unless an emergency arises and is deemed as such by school personnel. The Building Office Staff will initiate all calls on behalf of a student seeking permission to leave school.

### **VENDING MACHINES**

Hallway vending machines are available for before and after school use only. Cafeteria vending machines are available during meal times. Products purchased and opened, must be consumed prior to leaving the cafeteria. Students are strictly prohibited from entering the Staff Dining Area to use vending machines.

### **VISITORS DURING THE SCHOOL DAY**

No one other than students, teachers and employees of the Windham Exempted Village are permitted in the school building without first signing in and securing a visitor's pass from the main office.

Visitors of students are prohibited and will not be permitted to attend classes or visit during the school day.

### **WINDHAM POLICE YOUTH DIVISION**

The Windham Police Department or the Portage County Sheriff's Department may have an officer stationed in the high school each day to aid in the directing of students in the hallways and at lunch. This officer will work directly with the school attendance officers and principals of the high school and junior high school to strengthen attendance and limit the students' tardiness to school.

### **VIOLATIONS NOT LISTED HEREIN**

The administration reserves the right to establish rules and procedures in areas where precedent has not been set.

An outline of disciplinary actions is included as a part of this handbook and should be considered as a guide only, in that district administrators hold discretion over the assignment and implementation of any and all disciplinary action.

## HANDBOOK REVIEW AND APPROVAL

The provisions of this handbook are reviewed annually. This handbook has been approved by the Windham Board of Education for use by Windham High School and Windham Junior High School students, staff and administration.

### CODE OF CONDUCT

**Purpose:** The staff and administration of Windham Junior and Senior High Schools consider the development of social skills, fostering respect for all people, developing an understanding for diverse viewpoints, and providing a safe, friendly, and productive learning environment as a part of its basic educational mission.

**Rights and Responsibilities:** The exercise of self-control, self-discipline, and self-direction are essential to a positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole. Cooperation and the observation of the rights of others are essential. To this end, each pupil must be responsible for his/her behavior and must respect the rights of others.

Attendance at and participation in extra-curricular activities considered a privilege, not a right. Administrators and school officials who supervise pupil activities may prohibit a student from participating in that activity without the procedures for a full suspension or expulsion. Such activities may include commencement exercises, class trips, and prom.

Disciplinary action for out-of-school misconduct may be imposed for conduct which is connected with school activities or which is directed at school officials or employees, or the property of such official or employee regardless of where it occurs.

Any act of misconduct which has the school as its point of origin or is connected to activities or incidents that have occurred on property owned or controlled by the district, may be subject to disciplinary action by school authorities and may be reported to the appropriate law enforcement agency.

**Expected Behaviors:** Each student shall be expected to:

- A. Abide by national, state, and local laws as well as the rules of the school
- B. Respect the civil rights of others
- C. Act courteously to adults and fellow students
- D. Be prompt to school and attentive in class
- E. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background
- F. Complete assigned tasks on time and as directed
- G. Help maintain a school environment that is safe, friendly and productive
- H. Act at all times in a manner that reflects pride in school, self and family. This includes any event outside of the normal school day that school personnel have a responsibility for such as dances, field trips and athletic events.
- I. Converse in an appropriate manner in content and volume for young ladies and gentlemen.
- J. Use care in all facilities and with all books, equipment and apparatus.

Students have a right to reasonable treatment from the school and its employees. The school has a right to make rules and regulations. The intent of these rules and regulations is to create a positive educational environment that holds students accountable for their behavior and teaches them to live with the consequences of their decisions.



In compliance with state law contained in Ohio Revised Code 3313.661, the Windham Board of Education has adopted the following Code of Conduct providing guidelines and regulations for student conduct. The rules and standards set forth in the code shall be applicable both during regularly scheduled school hours, as well as at such other times and places, including, but not necessarily limited to field trips, athletic events, and school sponsored functions. Any other acts, which detract from the school day, destroy order; lower the morals of the student body, or infringe on the rights of others will be handled accordingly.

### **DISCIPLINARY ACTIONS**

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, in-school restriction, post school restriction, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

### **DUE PROCESS RIGHTS**

Before a student may be suspended out-of-school, expelled, or permanently excluded from school, there are specific procedures that must be followed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to explain his/her position with respect to the offense at hand.

Students are apprised of their due-process rights when an out-of-school suspension is being considered. The parent/guardian of a student who is being assigned an out-of-school suspension has the right to appeal the disciplinary action to the Superintendent of Schools. The appeal must be made in writing within 10 days of the first day of suspension, and must explain the reason for the appeal.

### **EXPULSION**

If a student is suspended three (3) times during the school year for violations of the Student Code of Conduct, the principal may recommend to the Superintendent of Schools that the student be expelled from school according to the provisions of the law. If a student accumulates three (3) suspensions and is expelled during the first semester, the principal may recommend expulsion following the first suspension during the second semester. Students under expulsion are not permitted on school property or permitted to attend any school related function on school property or any event where Windham students are participating. The Superintendent may expel a student from school for up to eighty (80) days and in some cases for the entire year. Expulsion may result in the loss of credit for courses being taken at school or the Maplewood Career Center, or at any college or university whether under the Post-Secondary Enrollment Option or at the student's own expense. Ohio law requires that withdrawal from school does not prevent the expulsion process from moving forward.

Parents/Guardians may appeal an expulsion decision to the Board of Education in writing within 10 days of the Superintendent's decision. The administration of Windham Schools will honor any suspension or expulsion from any other Ohio district which has not expired. Out-of-state districts' expulsions will be similarly honored.

## OUT OF SCHOOL SUSPENSION

An out-of-school suspension may be assigned to students who violate the student code of conduct, or school rules depending on the type and seriousness of the offense. The building principal or administrative teacher on special assignment may suspend a student from school for up to ten (10) days for any violation of the Code of Conduct.

When a student is assigned an at-home suspension, these rules and regulations are in effect:

1. Student will not attend school or any school related activities.
2. Student is not permitted on any school district property. If this occurs, the police will be called. Those violating this rule are subject to trespassing charges being filed with the local police.
3. Suspension shall commence at midnight of the first day of assignment and end at midnight of the last day of assignment unless otherwise instructed by administrative personnel. In situations where continued presence of the offending student may cause a disruption in the building, he/she may be emergency removed from all school activities immediately prior to the suspension.
4. Absence from school due to suspension shall be considered an authorized school absence. All work can be made up for full credit.
  - A 1% reduction for each day of out of school suspension will be deducted from the nine weeks grade for the suspension.
  - The building principal and/or assistant principal will change the grade of any student suspended and will notify the teacher and parents at the end of the nine week grading period.
  - The 1% reduction will be administered to all classes on the student's current schedule.

If a student is suspended three (3) times during the school year for violations of the Student Code of Conduct, the principal may recommend to the Superintendent of Schools that the student be expelled from school according to the provisions of the law.

## IN-SCHOOL SUSPENSION

ISS will be conducted on an as needed basis ISS will be served in room 132 on Tuesdays and Thursdays. Students are to report to ISS after breakfast or will be placed in there throughout the day by the administration, as needed.

Schools rules are to be followed. ISS is a quiet environment. Noise disruption is not acceptable. Students are to have work with them. Sleeping is not permitted. Cell phones and computers are not permitted. Group restroom break is at 9:30 and will be supervised by the ISS supervisor. Individual restroom breaks are reserved for emergencies only. Students must sign in/out and have a hall pass. Only one student is allowed to go to the restroom at a time.

Students can eat lunch in the ISS room. Students are released to go home at the end of the day. If any problems arise, the administration will be notified immediately. **STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES ARE SUBJECT TO FURTHER DISCIPLINARY ACTIONS.**

## DETENTIONS

**Detentions:** School detentions begin at 2:45 pm and end at 3:30 pm. Students will be given a minimum of a 24-hour notice to serve an assigned detention. This notice will detail the time, date, and place for the detention as well as the infraction for which the detention has been issued. Teachers may assign detentions for classroom and school misbehavior. Students assigned to teacher detentions will be given a minimum of a 24-hour notice. This notice will detail the time, date, and place for detention, as well as the infraction for which the detention has been issued. Failure to attend a teacher detention may result in a referral to the principal and school detention will be issued. All detentions supersede any after school activities

The teacher and/or office will notify the student of the reason for the detention. The parent/guardian will receive a copy of the detention at the home mailing address provided to the office. The notification will be given in writing and verbally to the student. It is the student's responsibility to notify the building administrator if he/she cannot attend the detention due to a scheduling conflict. The administrator reserves the right to decline the student's request to change the date. If a student skips a scheduled detention, the students will be given further disciplinary action by the administrator.

### Detention Rules and Expectations

1. All detentions are served 2:45-3:30 in the assigned detention room.
2. Student will report to the assigned detention room before the start of the detention.
3. Students who report to the detention room late will not be permitted to enter. The administrator is to be notified via email and additional consequences will be assigned.
4. Student will arrive with proper materials to complete homework or to engage in independent silent reading.
5. Sleeping is not permitted.
6. Cell phone or computer use will not be permitted.
7. Student will be in proper school attire following school dress code. Students are not to be in their athletic wear for a practice or game or any other non-school attire. If students show up out of school dress code, students are to serve their detention and the administration is to be notified via email of the student name and dress code violation. Disciplinary action will follow.
8. Student will refrain from talking. The detention room is a room of reflection and an opportunity for the student to complete school work, study, or read.
9. Classroom and school procedures will be followed.
10. There will be no food or drink during detention.
11. **All detentions supersede any after school activities.**

\*If a student does not bring work to complete during the detention and does not have an independent reading book, or refuses to work quietly, the building administrator is to be contacted immediately and the student will be removed from the room and have further disciplinary consequences.\*

### CLASSROOM EMERGENCY REMOVAL

A student may be removed from a class by a teacher or by an administrator. Removal will be based upon a student posing a threat to persons or property or to the disruption of the academic process. The removal may be for one day. Parents will be notified and disciplinary actions may take place.

## SCHOOL EMERGENCY REMOVAL

A student may be removed from school in circumstances where the student's presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process. The removal may be for one day with no notice or hearing procedure required. Parents will be notified.

If either suspension or expulsion is contemplated, the student will be afforded a hearing within 3 school days after removal together with written notice of the reasons for removal as soon as possible prior to the hearing.

## ZERO TOLERANCE

The Board of Education has a zero tolerance for violent, disruptive or inappropriate behavior by its students, including weapons possession or use: i.e., the Board will not tolerate violent, disruptive or inappropriate behavior by its students including behaviors defined as harassment, intimidation or bullying and such behavior is prohibited as set forth in this Student Code of Conduct. The Board also has a zero tolerance for excessive truancy, as well as the possession, use or distribution of drugs or alcohol on school property.

## VIOLATIONS

Students who have violated rules in this section are subject to any disciplinary action including being suspended out of school for up to ten (10) school days and the principal may recommend the student for expulsion. **These violations include after school activities, school sponsored events, or field trips attended by students.** The school may refer these cases to the proper legal authorities.

- A. **Acceptable Use Policy:** A student shall observe all provisions of the Acceptable Use Policy for Technology uses. All students are required to complete an Acceptable Use Policy form that must be signed by the student and parent/guardian before technology use privileges are granted.
- B. **Bullying or Cyber-bullying/abuse.** Students shall not engage in any bullying or abusive behavior including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated in person, through others, on paper, with computers, cellular phones, internet websites, and/or any other electronic device.
- C. **Dangerous Weapons:** A student shall not use, threaten to use, have on his/her person, have easy access to, transmit or conceal, (on person, locker, car, etc.) any object or weapon such as a knife, chain, club, firearm, mace, tear gas, pepper spray, stun gun, laser pointer, (not to be a complete list) that could be considered a dangerous weapon capable of inflicting bodily injury or disrupting the educational process.
- D. **Destruction and/or Defacement of School Property:** A student shall not attempt to damage at any time any property owned or leased by the Windham Board of Education. Restitution and/or repair will be made by the offending student.
- E. **Dishonesty/Forgery:** A student shall not falsify documents and/or reports provided to school personnel. A student shall not falsify school forms, records, correspondence, examination papers, term papers, or any other school data not herein listed. This includes completing work for another student.
- F. **Disrespect:** A student shall not show disrespect to nor intimidate, insult, verbally abuse or abuse in writing, any employee of the board of education, visitor(s), student(s), or himself/herself in school or school sponsored events.
- G. **Disruptive Behavior:** A student shall not engage in any disruptive behavior such as, but not limited to, unusual dress or appearance, disruption in classroom, hallways, cafeteria, homeroom, etc., and/or at any school related activity.
- H. **Failure to Comply:** A student is expected to follow a reasonable request of all school personnel including but not limited to school rules and regulations.

- I. **Fireworks and Explosives:** A student shall not have on his/her person, have access to, transmit, conceal, use or threaten use of fireworks, smoke bombs, stink bombs, explosives, incendiary materials, or other such devices capable of inflicting bodily injury or disrupting the educational process.
- J. **Gambling:** A student shall not participate in games of chance for the express purpose of exchanging money or items of value. (Card games and other games of chance are not allowed.)
- K. **Hazing:** "Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Therefore, any fear, embarrassment or pain caused by an act of hazing may result in disciplinary action. A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing is a misdemeanor of the fourth degree.
- L. **Insubordination:** A student shall not disregard or refuse to obey reasonable directions given by school personnel during any period of time when the student is under the authority of school personnel or at any school sponsored event. Repeated violations of minor rules, directives, or discipline procedure shall constitute insubordination.
- M. **Intimidation/Threat:** A student shall not make threats, menace or taunt other student(s) or adult(s) either directly or indirectly. Making threats shall constitute provocation. Threats shall not be made in a joking or humorous manner. All threats will be treated as a violation of this section.
- N. **Physical Altercation and/or Assault:** Students shall not engage in or provoke physical contact for the express purpose of inflicting harm on another person. Words can constitute provocation. This refers to threatening another student. A student shall not encourage, provoke or contribute to a physical altercation. Retaliation is not considered self-defense.
- O. **Profanity:** A student shall not use profanity, obscenities or obscene gestures while on school grounds or attending school-sponsored activities or functions.
- P. **Racial Slurs and Personal Slurs:** An individual has the right to his/her self-respect. An individual shall not make any written/verbal derogatory remarks about another person/group. Specifically prohibited actions include, but are not limited to, actions that willfully intimidate, insult or abuse any member of the school staff or student body.
- Q. **Sexual Harassment:** A student shall not interfere with or annoy, accost or harass sexually another student or individual. Any unwanted sexual advances, which may be verbal, visual, written, or physical contact, are considered forms of sexual harassment.
- R. **Theft:** A student shall not take, attempt to take, acquire, or be in possession of property belonging to the school or private property belonging to another student, teacher, visitor, businesses, vendors, or employee of the school district without the consent of the owner.
- S. **Unacceptable Behavior:** A student shall not exhibit any behavior deemed unacceptable by a prudent individual. Repeated disobedience, repeated and flagrant violation of the code of conduct will not be tolerated.
- T. **Unauthorized Area:** A student shall not be in any area of the school without proper authorization from school personnel.
- U. **Unauthorized Entry:** A student shall not enter a school building or other board of education owned or leased facility that has been locked and secured from student and public use without administrative consent.
- V. **Unauthorized Digital/Media Recording:** A student shall not create or be in possession of any digital, still, or other recording of an event, conversation, or image of another student or staff member without the explicit permission of the student or staff member.
- W. **Verbal Altercation:** Students shall not engage in a verbal altercation with any student, school building visitor or employee of the Windham Board of Education. Such actions are counter-productive to the educational process and may further escalate into a physical altercation.

## CELL PHONE/ELECTRONIC DEVICE(S)

Cell phones and other electronic devices such as CD players, iPods, radios, recorders, headphones, pagers, beepers, hand-held electronic games and/or other systems are potentially disruptive to the educational process.

### Use of the above items may be used with the following restrictions:

- A. Students may use the above items during their assigned lunch period to check email, texts and use as a personal audio device.
- B. Students may not use the above items between 7:20 a.m. and 2:40 p.m. for phone calls without permission.
- C. Students may check data between class periods.
- D. These items may not be used during any class period without the explicit permission from the classroom teacher.
- E. Headphones/earbuds may not be worn in the hallway.

**Note:** The Building Principal reserves the right to revoke these privileges. The Windham Exempted Village Schools are not responsible for lost, damaged or stolen items. Infraction concerning these devices will be considered a "Failure to Comply."

## GANGS

The Windham Exempted Village School District recognizes that a school must create a safe environment in which learning can take place. The presence of gangs in the school disrupts that environment by threatening the safety of students in the school building and causing disruption of the academic process. As a result of this belief, the Windham Exempted Village School District bars all gangs and gang activities from school buildings and school property at all times.

A gang is defined as any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals; further, it includes any group whose purpose and practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf", or any actions that interfere with the safety or welfare of others.

Gang activity such as initiations, recruitment, wearing of colors, hand gestures, fighting, assault, hazing or establishing turf, on school property, at school functions and school related activities will not be tolerated. Students who engage in gang activities shall be prosecuted, suspended and/or expelled.

**INSIGNIA:** No gang insignia may be worn or carried by an student on school grounds at any time. This includes:

- A. Jackets, headbands, bandanas, "rags", shirts or other clothing that have come to be identified with a gang.
- B. Tattoos or other material imprinted on the body which is either intended to be permanent or easily removed.
- C. Medallions or other jewelry which identify gang members or which have come to represent a gang.
- D. Students in violation of this regulation may be immediately ejected from school grounds until such time as the offensive insignia is removed. Students may return to school grounds only if accompanied by parent

or guardian. Students who refuse to remove or dispose of the insignia will be suspended. A repetition of this offense may result in expulsion.

## **TOBACCO**

**Smoking/Use/Possession/Ready to Smoke:** A student shall not use or have in possession tobacco in any form while on school property or while attending a school sponsored function regardless of where or when the activity is held. School property includes the parking lot. A student shall not smoke or be preparing to smoke while on school property or as he/she leaves or approaches the school building. This rule affects students before, during, and after school hours. A student shall not have on his/her person or in his/her possession or be within easy access to sell, give away, transmit, or conceal any tobacco products, matches or lighters.

Each offense of possession or use of any form of tobacco, matches or lighters shall be assigned 3 (three) days of in or out-of-school suspension.

## **STUDENT SUBSTANCE ABUSE POLICY**

Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs.

The Windham Board of Education recognizes the serious societal problem of alcohol/drug abuse and dependency. Furthermore, the Board recognizes the dependency state of chemical use to be a primary physical illness.

As the central developmental institution for our community's youth, our schools play an important role in early detection of drugs/alcohol use, abuse and dependence; the protection of children from the promotion and sales of alcohol and/or drugs, and counterfeit drugs; and the establishment of treatment for the chemically dependent person.

We recognize a dual responsibility to discipline users and abusers and to offer help in seeking treatment for chemically dependent students and their families. Toward this goal, we are committed to achieving an environment of low risk for any individual who would use or abuse drugs/alcohol. This goal cannot be achieved by the schools alone regardless of funding, staffing ability or program development. The family, church, law officials, community health services, mental health and treatment facilities, and concerned citizens must also play a role if our goal is to be accomplished.

The school is obligated to perform specific functions such as notifying parents of behavioral signs that may indicate a student's use, abuse, dependency on alcohol or other chemicals and code of conduct which may involve enforcement of approved disciplinary procedures.

Any student believed to be under the influence of an illegal substance shall be examined and questioned by administration and school nurse. Emergency medical assistance and/or local law authorities may be contacted, if deemed necessary.

\*Prescribed drugs are defined as any chemicals prescribed by a licensed physician for use by a designated person in a designated dosage at specific times.

Students are not permitted to have possession of, or provide for the use of others, any prescription or over-the-counter medication. All medications with the exception of specific asthma medications, must be kept and dispensed from the Building Office by school personnel. Students found in violation of this policy may face disciplinary action.

## **SUBSTANCE USE, ABUSE, AND INTERVENTION**

### **1. Sale and/or Distribution of Chemical Substances:**

**First Offense:** The following actions will be taken on a finding that there is a reasonable certainty to believe that a student has been selling, distributing, exchanging drugs/alcohol, counterfeit drugs or anabolic steroids including any as counterfeit. (A finding of reasonable certainty will be reached only upon the consideration of all the circumstances and evidence of alleged activity.)

- A. Automatic ten (10) days out-of-school suspension.
- B. Automatic referral for expulsion with no credit.
- C. Referral to the proper law authorities.
- D. The principal will meet with the student and the student's parent(s) or guardian(s) and recommend to them that the student attend an intervention program.

### **Second Offense of Sale and/or Distribution of Chemical Substances:**

- A. Automatic referral to superintendent for expulsion with no credit.
- B. Referral to proper law authorities.

### **2. Use/Possession**

The following actions will be taken on a finding that there is reasonable certainty to believe that a student has been using or has been in possession of drugs/alcohol, anabolic steroids or counterfeit products, drug paraphernalia in school or at school related functions. Students found to be under the influence of the above substances will be disciplined under this section. (A finding of reasonable certainty will be reached only upon the consideration of all the circumstances and evidence of the alleged activity).

- A. Automatic ten (10) days out-of-school suspension.
- B. Automatic referral for expulsion with no credit.
- C. Referral to the proper law authorities.
- D. The principal will meet with the student and the student's parent(s) or guardian(s) and recommend to them that the student attend an intervention program.

### **Second Offense of Use/Possession of Chemical Substances:**

- A. Immediate suspension with automatic referral to the superintendent for expulsion.
- B. Referral to the proper law authorities.

### **ZAP Program (Zeros Aren't Permitted)**

Zeros Aren't Permitted (ZAP) is a program designed to increase expectations of students who habitually, of even occasionally, fail to complete and turn in homework assignments on time. It is an expectation of a high academic standard for all students. ZAP clearly emphasizes the belief that classwork, homework, assignments and/or projects are important and must be completed. The idea is that "Failure is not an option."

When a student is assigned to attend a ZAP session, it is not intended as a form of punishment, but rather an opportunity to complete missing assignments for partial credit.



## STUDENT RESPONSIBILITIES CONCERNING ZAP

1. Turn in your assignments on time, every time.
2. If an assignment is not turned in on time, you are ZAPPED.
3. Any time a time a teacher feels effort was not applied on an assignment, you can be ZAPPED to redo the assignment.
4. The next day, you will go to the assigned ZAP room during your lunch. Go to the front of the line to get your lunch then report to the following room:
  - 5A period lunch: Report to Room
  - 5B period lunch: Report to Room
5. If you complete the assignment before your required ZAP time, you still go to ZAP, but take other homework to work on or a book to read.
6. If you have NOT completed and turned in your ZAPPED assignment during ZAP, you will be reZAPPED and required to come to ZAP the following day.

## ZAP LEVELS OF INTERVENTION

### Tier One: Lunch ZAP

1. Students will be assigned to the Lunch ZAP program where they will be given supervision and academic support by a certified teacher until they have completed their work.
2. The highest possible grade will be 60% of the total points assigned, which is much better than getting a zero.
3. Students will be required to make a phone call to their parent/guardian upon arrival to the ZAP room explaining why they are in ZAP.
4. If the assignment is not completed in ZAP, the student will then be reZAPPED and required to attend the ZAP room the following day.
5. If a student "skips" ZAP, they will receive an office referral for insubordination/failure to comply.
6. If the student chooses not to complete his/her work within three days, then he/she will be moved to the Tier Two intervention of the ZAP program.
7. If a student acquires a total of eight Lunch ZAPs in any marking period, then he/she will be referred to the counselor for a parent meeting and automatically moved to Tier Two.

### Tier Two: Permanent ZAP

1. Parents will be notified of students being placed in Tier Two Permanent ZAP once they are referred by the ZAP instructor.
2. In addition to the Tier One Lunch ZAP expectations, students will be required to attend ZAP two or three days per week as determined by the administration and teacher(s) for the remainder of the marking period or until they can demonstrate that they can complete and turn in their work on a consistent basis.
3. If a student chooses not to complete his/her work within two days, then he/she will be moved to the Tier Three intervention of the ZAP program.
4. If a student in Tier Two Permanent ZAP acquires a total of eight Lunch ZAPs in any marking period, then he/she will be referred to the counselor for a parent meeting and automatically moved to Tier Three.

### Tier Three: After School ZAP

1. Parents will be notified of students being placed in Tier Three After School ZAP once they are referred to the administration by the ZAP instructor.
2. In addition to Tier One Lunch ZAP and Tier Two Permanent ZAP, a student in Tier three will be required to stay after school for an extended learning opportunity in Academic Intervention or Detention the following day that he/she is given the ZAP form.

3. Parents will be notified of the after school ZAP the day the ZAP is given and expected to stay after the following day
4. If the student chooses not to complete his/her work within after school extended learning opportunity, then he/she may serve one day ISS.

**Tier Four:**

1. In addition to the Tier One, Two, and Three requirements, a conference will be held with the student, parents, counselor, and administrator.
2. This conference will be held to discuss ways to get the student engaged in his/her own learning.
3. Additional discussion may be focused on the loss of elective courses and possible retention.