



2018-2019

Katherine Thomas
Elementary School

STUDENT HANDBOOK

WELCOME

Dear Students, Parents, and Guardians:

Welcome to the 2018-2019 school year for Katherine Thomas Elementary. 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 Katherine Thomas Elementary 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 Katherine Thomas Elementary.

It is our sincere desire to create a safe, educational environment for every student.

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ADMINISTRATIVE STAFF

Gregg Isler, Superintendent

Samantha Pochedly, Treasurer & Director of Food Services

Laura Amero, Assistant Superintendent

Marco Marinucci, JR/SR High School Principal

Zack Burns, JR/SR High School Assistant Principal

Melissa Malone, Elementary Principal & Director of Special Services

GUIDANCE

Rose Gainard, JR/SR High Guidance

Andrea Urso, KT Elementary

ATHLETICS

Zack Burns, Assistant Director of Athletics

DJ Gross, Director of Athletics

BOARD OF EDUCATION

Melissa Roubic, President

Mandy Berardinelli, Board Representative

Darryl McGuire, Board Representative

Elaine Grant, Board Representative

Maurina Wagner, 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.

Mission

Windham Exempted Village Schools will provide a learning environment that inspires student achievement. Teaching & 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.

Vision

Windham Exempted Village Schools will prepare students for college and career readiness by:

- Providing access to resources that meet the demands of each student's individual needs.
- Authenticating real world learning experiences will ensure development of higher order thinking skills.
- Implementing technology within the student centered learning environment.

SCHOOL HOURS

The doors to the school building will open at 8:15 a.m. Supervision is NOT provided prior to this time. Students are considered tardy if they are not in their classrooms by 8:50 a.m. Dismissal begins at 3:15 p.m.

Arrival	8:15 - 8:50 (supervision begins at 8:15)
Breakfast	8:15 - 8:45
Tardy	8:50
Dismissal	3:15

GRADING PERIODS

1 st grading period:	Aug. 27 - Oct. 26
2 nd grading period:	Oct. 29 - Jan. 18
3 rd grading period:	Jan. 22 - Mar. 22
4 th grading period:	Mar. 25 - May 30

2018-2019 School Calendar (also accessible on the school website www.windham-schools.org)

	Student Days	Teacher Conference Days	Teacher Inservice Days	Total Days
First Grade Period August 27 - October 26	43	0	3	46
Second Grade Period October 29 - January 18	45	1	1	47
Third Grade Period January 22 - March 22	42	1	0	48
Fourth Grade Period March 25 - May 30	44	0	2	41
Totals	174	2	6	182

In the event calamity days need to be made up they will begin June 3, 2019

Windham Exempted Village Schools 2018-2019 School Calendar

July 2018

S	M	T	W	T	F	S	
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

August 2018

S	M	T	W	T	F	S	
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

September 2018

S	M	T	W	T	F	S	
						1	
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

October 2018

S	M	T	W	T	F	S	
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

November 2018

S	M	T	W	T	F	S	
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S	
						1	
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

July

4 - Independence Day Observation

AUGUST

22,23,24- All Staff Inservice/Workday No School
23 - KT Open House 5:00
27 - Students' First Day

SEPTEMBER

3 - Labor Day - No School
20- HS/JHS Parent-Teacher Conferences/Open House 3-9
27- Early Release Day

OCTOBER

11 - Parent-Teacher Conferences - KT 3-9
12-NEOEA Day - No School -Some Classified Work
25 - Early Release Day
26-End of 1st Grading Period (43)
29-Start of 2nd Grading Period

NOVEMBER

6- No School - Election Day-Staff Inservice
21-26 - Thanksgiving Holiday-No School-Some Classified

DECEMBER

24-31- Winter Break - No School - Some Classified Work

JANUARY

1-4 -Winter Break - No School-Some Classified Work
18- End of 2nd Grading Period (45)
21 - Martin Luther King Day - No School
22 - Start of 3rd Grading Period
31- Early Release Day

FEBRUARY

14- Parent-Teacher Conferences All Buildings 3-9
15- No School - Some Classified Work
18 - Presidents' Day - No School
28 - Early Release Day

MARCH

22 - End of 3rd Grading Period (42)
25-Start of 4th Grading Period
28 - Early Release Day

APRIL

18-22 - Spring Break -No School- Some Classified Work

MAY

7 - No School - Election Day- Staff Inservice
26 - High School Graduation
27- Memorial Day - No School
30 - Students' Last Day/End of 4th Grading Period (44)
31 - Staff Last Day

January 2019

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

February 2019

S	M	T	W	T	F	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

March 2019

S	M	T	W	T	F	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

April 2019

S	M	T	W	T	F	S	
		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

May 2019

S	M	T	W	T	F	S	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

GRADING POLICY

Grades PK-3

A four point scale will be used to measure your student's mastery of the Ohio Learning Standards.

- 4 - The student has exceeded targeted grade level standards.
- 3 - The student has met expectations for the targeted grade level standards.
- 2 - The student is inconsistent and needs support to meet targeted grade level standards.
- 1 - The student demonstrate insufficient performance of targeted grade level standards with support.

Grade 4

<u>GRADE</u>	<u>PERCENTAGE</u>
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

ARRIVAL/DISMISSAL

Procedures

Arrival: Morning supervision does not begin until 8:15 a.m.

Dismissal: Car riders: park in the parking lot, enter the door on the side facing the turnpike. Students will be held in the library. Bus and walker procedures remain the same.

Students may not leave the building during school hours without the consent of the principal or her representative. Students are only permitted to leave for appointments or emergencies. If a student must leave early for an appointment and/or emergency, the parent/guardian must sign the child out in the office. If the child is being picked up after school only to go home, the parent/guardian must wait until school is dismissed.

If your child walks home from school, he/she must have written permission from a parent/guardian and approval must be granted by the office.

Any child who changes his/her method of transportation home (by bus, walking or car) must notify the office and/or teacher by parent/guardian note or phone call. If the school is not contacted, the child will be sent home following his/her normal method of transportation. The school must be notified by a parent/guardian phone call or note by 2:30 pm of an early dismissal.

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. 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. 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.**

TARDY TO SCHOOL PROCEDURE

- A. Students tardy to school will report to the Main 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 by 8:50 am
- C. **The only acceptable excuses for tardiness are the same as those for absence (see Item #2).**
- 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.

3. When the student returns to school after an absence, the student will be given an admittance slip from the Main Office.
4. Students wishing to leave school during the school day must be excused by the Main Office or Clinic. Excused students are required to have a written note and a parental phone call to the Office that day. The student must provide verification of his/her appointment upon his/her return to school.
5. Falsification of any excuse, or forging of a teacher's or parent's signature shall justify the suspension of the student.
6. **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.
7. 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. **House Bill 410 states: Irregular attendance is considered 30 or**

more consecutive school hours missed in a year, 42 or more hours in one school month, and 72 or more hours in a school year. Parents/Guardians will be contacted when irregular patterns are forming and required to meet with the school administration to implement an intervention attendance plan for the student(s).

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.

House Bill 410 changed the definition of habitual truancy from days missed to house missed- meaning under HB 410, a student is considered to be a habitual truant if they have missed:

30 or more consecutive school hours
42 or more hours in one school month
72 or more hours in a school year

ATTENDANCE RELATED RULES AND PROCEDURES

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.**

Programs: The Building Principal reserves the right to revoke participation or attendance at school-related Programs, for students who have excessive tardies, excessive absences, or disciplinary reasons. Student attendance at any school program is a privilege. Failure to transport your student home from a program in a timely manner may result in exemption from the current and future school related programs.

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:

No unauthorized person shall sit in the driver's seat or operate any of the controls.

1. No one shall throw any object in or out of the bus.
2. No one shall cause any part of the body to project outside from the bus window.
3. No one shall eat or drink while on the bus.
4. No one shall interfere with the driver's operation of the bus.
5. No one shall cause damage to any part of the bus.
6. Noise shall be kept to a very minimum at all times to ensure safety.
7. Changing to other seats while the bus is moving is not allowed.
8. Students shall not refuse to obey reasonable requests from the bus driver. The bus driver has the authority to enforce the above regulations.
9. 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.
10. 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.
11. Younger pupils should be permitted to enter first.
12. Seats in the rear of the bus should be filled first.
13. 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.
14. 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.
15. Students should check for traffic before crossing the roadway and must proceed straight across the roadway, approximately ten feet in front of the bus.
16. 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.
17. Students are to wait until the bus makes a complete stop before beginning to exit the bus.
18. 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.
19. No student shall stand while the school bus is in motion.
20. Students must remain seated, keeping aisles and exits clear.
21. 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.

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

1. Students are expected to be clean and well groomed.
2. Students are expected to wear clean clothing that fits properly.
3. Students are to have their abdomen, waist and hips completely covered while in school.
4. Skirts and shorts must be approaching the knee and extend beyond the student's fingertips.
5. Students may wear appropriate shorts until October 1st at the beginning of each school year. Wearing shorts may resume on May 1st of the same school year. The weather during the intervening months may dictate the wearing of shorts. That will be at the discretion of the principal and announced from that office.
6. Coats, hats, bandanas, scarves, hoods, head apparel, and other outdoor apparel are not permitted on students during the day while in the building.
7. Book bags and purses must be stored in cubbies and not carried during the day.
8. See-through clothing, or shirts/dresses with spaghetti straps, are not to be worn unless a t- shirt is worn underneath them.
9. Students should not dress in a manner that would present a danger to their health and safety (e.g. Going barefoot, wearing high heels, wearing sandals or clogs without socks or back straps etc.). Roller skating shoes are not permitted.
10. Jewelry will be age appropriate.
11. Makeup, perfume, or aftershave is not allowed.
12. Beach and athletic wear, pants above mid-thigh, rag tops, halters, mesh wear, unbuttoned shirts/blouses, midriff shirts/blouses, low-cut shirt/blouses, sweat shorts, spandex/biker pants, jams, sleeveless t-shirts, thongs, strapless sandals, turf shoes, aqua shoes, and sunglasses are not to be worn.

13. Clothing and accessories labeled with objectionable logos, including references to drugs, alcohol, tobacco cigarettes, sex, race, discrimination, derogatory comments, and/or pictures, gang identifiers, and cult identifiers are not permitted.
 14. Students shall not wear or carry hats to and from classes.
 15. No long and/or bulky coats are to worn in school. Coats should be stored in cubbies during the school day.
 16. Skin-tight material which is not covered by some loose fitting clothing is not to be worn. The covered clothing must come at least mid-thigh. Attire such as skirts, pants, shirts, and blouses that expose excessive amounts of skin or private areas of the body are not permitted. Skirts, dresses, and shorts must be no shorter than mid-thigh, in good taste, appropriate for school, and would be acceptable in a business environment.
- Any type of dress or grooming that distracts from the educational process or causes concern for health, safety, or general well-being of the student will be considered improper.
- Dress code violators will be sent home to change, or the parent/guardian or caregiver will be called to bring a change of clothes.

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 Katherine Thomas Elementary 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. 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.

BOOK BAGS

The school is not responsible for any losses that may occur; however, report all losses to the administration immediately.

Book bags will be permitted. The school reserves the right to search book bags at any time with probable cause.

TOYS

Toys are prohibited from Katherine Thomas Elementary.

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.

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 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.

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.

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 Katherine Thomas Elementary students, staff and administration.

CODE OF CONDUCT

Purpose: The staff and administration of Katherine Thomas Elementary 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.

KATHERINE THOMAS BEHAVIOR EXPECTATIONS

Positive behavior expectations are set forth to ensure a safe, orderly and productive learning environment is maintained throughout the building.

At K.T. we show our “Bomber P.R.I.D.E.” by the following expectations:

P – Prepared R – Respect I – Integrity D – Demonstrate safety E – Excellence

	P Prepared	R Respect	I Integrity	D Demonstrate Safety	E Excellence
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Classroom	<ul style="list-style-type: none"> · All materials ready. · Pencils sharpened before class begins. · Prepared to learn. 	<ul style="list-style-type: none"> · Follow instructions from all adults. · Use kind words. · Raise your hand and wait to be called on. · Listen attentively. · Keep hands, feet, and other objects to yourself 	<ul style="list-style-type: none"> · Complete assignments to the best of your capabilities. · Follow classroom rules. · Always do your best. 	<ul style="list-style-type: none"> · Use walking feet. · Keep your hands, feet, and other objects to yourself. · Use materials appropriately. 	<ul style="list-style-type: none"> · Always do your best. · Keep personal space clean. · Work cooperatively.
Hallways	<ul style="list-style-type: none"> · Always carry a hall pass. 	<ul style="list-style-type: none"> · Follow instructions from all adults. · Travel silently while class is in session. · Walk on the second block on the right side of the hallway. · Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> · Always use walking feet. · Travel silently. · Pick up your feet when walking. · Get to a destination quickly. 	<ul style="list-style-type: none"> · Keep hands and feet to yourself. · Walk with your eyes forward. 	<ul style="list-style-type: none"> · Travel silently · Always use walking feet.
Restroom	<ul style="list-style-type: none"> · Always carry a restroom pass. 	<ul style="list-style-type: none"> · Follow instructions from all adults. · Give each other privacy. · Keep the restroom clean. 	<ul style="list-style-type: none"> · Flush · Put paper towels in the trash can. · Wash your hands with soap and water. 	<ul style="list-style-type: none"> · Keep water off the Floor. · Wash your hands with soap and water. · Report serious problems to an adult. 	<ul style="list-style-type: none"> · 2 pumps of soap and 1,2,3 save a Tree. · Use restroom for appropriate reasons. · Keep voices off.
	P Prepared	R Respect	I Integrity	D Demonstrate Safety	E Excellence

Cafeteria	<ul style="list-style-type: none"> Know your lunch number. Bring all items needed for lunch. 	<ul style="list-style-type: none"> Follow instructions from all adults. Use table manners. Use appropriate language. Communicate using inside voices. 	<ul style="list-style-type: none"> Use table manners. Stay seated the entire time. 	<ul style="list-style-type: none"> Sit on your bottom facing forward with feet under the table. Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> Keep your area clean. Dispose of your trash properly.
Recess	<ul style="list-style-type: none"> Wear appropriate clothing and footwear for the weather. Wear only closed-toed shoes. 	<ul style="list-style-type: none"> Follow instructions from all adults. Everyone can play. Keep your hands and feet to yourself. Use kind words. 	<ul style="list-style-type: none"> Demonstrate good sportsmanship. 	<ul style="list-style-type: none"> Use equipment appropriately. Demonstrate good sportsmanship. 	<ul style="list-style-type: none"> Everyone can play. Demonstrate good sportsmanship. Line up promptly in a single-file line.
Bus	<ul style="list-style-type: none"> All materials in backpack, zipped and on your back. Put your coat on before leaving the classroom. 	<ul style="list-style-type: none"> Follow instructions from all adults. Use quiet voices. Use kind words. Take care of the bus. Keep hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> Sit on your bottom, facing forward with feet on the floor. Keep all items in your backpack. 	<ul style="list-style-type: none"> Sit on your bottom, facing forward with feet on the floor. Use quiet voices. Walk to and from the bus. Keep the aisle clear. 	<ul style="list-style-type: none"> Keep the bus clean. Use appropriate language.

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.

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 and issued at the discretion of the building administrator(s).

DETENTIONS

Detentions will be conducted on an as needed basis and issued at the discretion of the building administrator(s). They may occur before, during or after school. A minimum of 24 hour notice will be given.

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 bus misconduct, 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. **Cutting Class:** Students shall not skip or cut class throughout the school day. Students are considered skipping or cutting class if students are in an unauthorized area and/or missing class without permission.
- D. **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.
- E. **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.
- F. **Dishonesty/Forgery/Plagiarism:** 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.
- G. **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.
- H. **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.
- I. **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.
- J. **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.
- K. **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.)
- L. **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.
- M. **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.
- N. **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.
- O. **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.
- P. **Profanity:** A student shall not use profanity, obscenities or obscene gestures while on school grounds or attending school-sponsored activities or functions.

- Q. **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.
- R. **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.
- S. **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.
- T. **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.
- U. **Unauthorized Area:** A student shall not be in any area of the school without proper authorization from school personnel.
- V. **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.
- W. **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.
- X. **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.

ANIMALS AT SCHOOL

Animals are not permitted on school grounds without administrative approval.

BICYCLES

Bicycles are not permitted at school.

CELL PHONE/ELECTRONIC DEVICE(S)

Students may not use cell phones, pagers, beepers, or other electronic communication devices during the school day. These devices must be turned off and out of sight. Any other electronic device must be approved by the school. A student may face suspension or expulsion for repeated offenses. The school is not responsible for lost or stolen items.

CLASSROOM PARTIES/PERSONAL PARTIES

Classroom parties are considered a privilege. Any student who has a record of consistent inappropriate actions (detentions, suspensions, missing assignment, poor behavior, etc.) will not be permitted to participate in parties. The teacher will inform the student and parent/guardian prior to the party if he/she is not permitted to participate. The distribution of personal party invitations is not permitted unless invitations are extended to the whole class or all girls or all boys.

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.

