WELCOME TO

KATHERINE THOMAS ELEMENTARY SCHOOL

This handbook is meant to serve as both an informative guide for parents and as a compilation of rules that govern many facets of the operation of the school. Please be sure to read it thoroughly as it is viewed as an agreement and binding document among staff, parents and students. Sharing this information with your child is very important as they need to be aware of rules, regulations and procedures that have a significant impact on their daily school experience.

Our goal is to provide a safe and nurturing learning environment for all students who attend Katherine Thomas Elementary School. It is your responsibility to be aware of these rules and regulations and to honor them throughout the school year.

All rules and regulations apply to all students participating in school activities (during or after school hours).

Katherine Thomas Elementary is a school-wide Title I building. All students in grades K-5 are eligible to receive extended services through the Title I department. Examples of these extended services include, but are not limited to, one-on-one tutoring, *Academic Enhancement* classes, and small group remediation. Students are enrolled in services based on state test scores, teacher recommendations, and various other diagnostic tools. The goal of the Title I program is to promote continued academic growth and success for all students.

This document has been approved by the Windham Board of Education and is in compliance with all Ohio Revised Code of Conduct policies for public school use.

Windham Exempted Village Schools and the community will work together to create a learning environment that fosters pride, achievement, social responsibility and perseverance. At Katherine Thomas, we will provide a curriculum that strives to meet the academic needs of all our children.

IMPORTANT PHONE NUMBERS

Katherine Thomas Elementary	330-326-9800
Parent "Call-off" line for student absence	330-326-9805
K.T. Fax Machine	330-326-9810
Windham Junior High	330-326-2711
Windham High School	330-326-2711
Windham Board of Education	330-326-2711
Bus Garage	330-326-2331
Police Department	330-326-2211

SCHOOL DISTRICT WEBSITE

Windham Exempted Village School District
www.windham-schools.org

I. ENROLLMENT

NEW 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, social security card, proof of residence, custody papers (if applicable), and immunization records. Students who have not met the necessary immunization requirements may be excluded from school. When the student being enrolled has attended classes in another school system, school officials will contact the previous school district and request the student's official records. If the previous school, upon contact, 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 having jurisdiction in the area where the student resides. The possibility that the student may be a missing child, as the term is defined in Section 2901.20 of the Ohio Revised Code, will be taken into consideration. Open enrollment is considered in the Windham Schools.

CHANGE OF INFORMATION

Please notify the office and teacher, in writing, of any changes in 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 (walking, bus route, car rider)

II. ATTENDANCE

SCHOOL HOURS

The doors to the school building open at 8:15 a.m. If the students walk to school, they are not allowed to be at the school until 8:15 a.m. as we do not have supervision before this time. ***Students will be considered tardy if they are not in the classroom by 8:50 PM.*** All students are expected to arrive at school on time. Students are not permitted to leave school grounds once they have arrived at school. If a student must leave for any reason, the parent/guardian, or person designated in writing by the parent/guardian, must pick up the child in the office. Dismissal of students begins at 3:15 PM. Dismissal procedures will be as they were for the latter half of last school year. If you are picking up your child at dismissal, you must park in the parking lot and enter the school through the side door facing the turnpike. Car riders can be picked up in the library. **Please refrain from parking in the bus lane or in the middle of the parking lot.** Bus and walking procedures also remain as they were for the last school year.

WINDHAM SCHOOL CLOSING

In time of inclement weather severe enough to warrant closing Windham Schools, information will be broadcast on local radio or television stations.

BREAKFAST PROGRAM

Breakfast is served from 8:15 a.m. until 8:45 a.m. Students arriving after 8:45 a.m. will not be served. The parent/guardian needs to make sure the students are on time in order to receive breakfast.

SCHOOL ATTENDANCE REGULATION

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): 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."

Attendance is the responsibility of the student and parent/guardian. Parents are encouraged to help their children by insisting that they attend school daily.

SCHOOL ATTENDANCE PROCEDURES

Truancy: Students will be on time for school and class. A student shall be considered truant from school or class when such an absence is considered to be unauthorized without permission from his/her parent/guardian and school officials.

The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:

1) Personal illness (medical verification required after 3 consecutive days)
2) Family illness (medical verification required after 3 consecutive days)
3) Quarantine of the home (medical verification required)
4) Death of a close relative – 3 days maximum
5) Observance of Religious Holidays
6) Family emergency – must be an acceptable reason in the judgment of the building principal. The fact that the parent knows where his/her child is, if not in school, does not make the absence legal or verified.
7) Court summons or incarceration (verification required)
8) Medical or dental appointments that cannot be arranged during non-school hours (medical verification submitted upon return)
9) Authorized school-sponsored activities or approved college visits
10) Acts of God

Medical verification must be turned into the building attendance office within 48 hours after the last day missed. Medical verification excuses will not be accepted after this time period.

Unexcused absences are:

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
4) Absences for three or more consecutive days without a doctor's excuse.

Referral to Portage County Juvenile Court – Diversion Services
Schools may refer a student to Juvenile Court for truancy as legally defined for being a habitual or chronic truant.

HABITUALLY TRUANT

Student has:

A) 5 consecutive unexcused absences
B) 7 unexcused absences in one month
C) 12 unexcused absences in one school year

CHRONICALLY TRUANT

Student has:

A) 7 consecutive unexcused absences
B) 10 unexcused absences in one month
C) 15 unexcused absences in one school 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.

Referral for Expulsion
After 20 consecutive days, 4 consecutive weeks of unexcused absences or 20 cumulative unexcused absences in one school year, the Principal may refer the student to the Superintendent of schools for expulsion.

ABSENCE FROM SCHOOL

Please call the "report off line" at KT if your child will be absent from school. A phone call to the school is required. The "report off" number is **330.326.9805**. Parent/guardian is requested to call the school between 8:00 a.m. and 9:00 a.m. (330-326-9800). **Even if a phone call is made, the student must have a written note the day of his/her return to school.**

Notify the office on each occasion that a child is absent. For a long-term absence, a call the first day of absence will be sufficient. If the parent does not contact the school on the first day of absence, an attempt will be made to contact the home.

When a student is taken to the doctor, parents should secure a medical verification signed by the doctor, or his/her designate. Verification shall include date of visitation, dates when student is considered to have a medically excused absence and the anticipated date of return. If the student and the parent/guardian do not contact the school by the third day of unexcused absence, the police will be contacted to go to the home to check on the student.

PARTIAL DAY ABSENCE

In attendance two hours or less whether excused or not constitutes a one-day absence. In attendance at least two hours, but less than four and one-half is a half-day absence.

When an emergency situation arises, a student may be excused for part of the day. A matter of convenience is not to be interpreted as an emergency situation.

TARDY TO SCHOOL OR CLASS

Regular attendance and punctuality are necessary to succeed in school and life. Chronic absenteeism, class skipping, truancy, and excessive tardiness are often causes for academic failure and should be discouraged. **Total unexcused tardiness is based on school year attendance.**

A student shall be considered tardy if he/she is not in the class by 8:50 AM. Students who arrive tardy to school must report to the office and have a note from home. If the student arrives tardy to home room without an admit slip, the child will be sent to the office to get one.

Excused tardy:

1. Personal Illness
2. Death in the family
3. Religious holidays
4. Court appearances
5. Medical/dental appointments
6. Other emergencies deemed good and sufficient cause by the administration

Tardy for any other reason will not be excused.
Excessive unexcused tardiness may be subject to court referral.

FAMILY VACATIONS

The Board does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for vacations or trips are not given permission to do so by the school. The responsibility for such absences resides with the parent/guardian and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified a week in advance of such a trip, reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent and will be considered an excused absence. If the school is not notified, the absence will be considered unexcused.

MAKE-UP WORK

The student will have one day plus the number of days of absence to make up all work missed during an excused absence. It is the

responsibility of the parent/guardian and student to find out what assignments are to be made up. If any work is not made up within the number of days the student will receive a failing grade for any unfinished assignments.

DISMISSAL

Students may not leave the building during school hours without the consent of the principal or his/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.**

III. DRESS CODE

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.

IV. SCHOOL DAY EXPECTATIONS

ADMINISTERING MEDICINES TO STUDENTS

When students require a prescription medication during school hours, designated personnel may administer medication under the following conditions:

The school nurse has received a written request signed by the parent/guardian that the prescription may be administered to the student.

The parent/guardian shall submit the revised statement signed by the physician in the event any of the information originally provided by the physician changes.

Absolutely no medication shall be in a child's possession during the school day.

Medicated Chapstick, Blistex, cough drops, throat lozenges, and over-the-counter medications can only be used by the student with written permission from the parent/guardian.

ANIMALS AT SCHOOL

Animals are not permitted on school grounds without administrative approval.

BICYCLES

Bicycles are not permitted at school.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may not use cell phones, pagers, beepers, or other electronic communication devices. 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.**

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only discussed or read about.

Field trips which are properly planned, supervised and integrated into the instructional program are not to be considered "outings" or days off from school, but rather extensions of the curriculum.

All field trips sponsored by the school are educational in nature and are directly related to the subject matter and the course objectives at the particular grade level. They must be approved in advance by the superintendent and principal. Field trips are lessons and are to be planned as such with objectives determined in advance. Appropriate instruction should precede and follow each field trip. The Student Code of Conduct applies to all students while on field trips.

When such field trips are planned, the parent/guardian will be notified in advance. Written consent must be given before the student may accompany the class on the trip. Any student who has a record of consistent inappropriate actions (e.g. detentions, suspensions, missing assignments, poor behavior, etc.) may not be permitted to participate in field trips. The teacher will inform the student and parent/guardian prior to the field trip if he/she will not be permitted to attend. Students will remain in school with assigned instruction. They will be monitored by authorized school personnel.

FIRE DRILL

Fire drills will be indicated by a short, continuous alarm. When the alarm sounds, the student should leave the room in an orderly fashion to the assigned exit as directed by the teacher or other staff member. If the student is not with his/her assigned classroom (e.g. restroom or hallway), then the student should immediately exit the building and report to the nearest staff member. All students should wait quietly until the "all clear" is given by school officials.

HEAD LICE

If a child is suspected of having head lice, or demonstrating any of the symptoms of head lice, the school will take the following measures:

1. Isolate the child and examine the child's head carefully using clean probes in a well-lighted area.

2. If no nits or lice are found, the nurse or designated person will give the child a note for the teacher stating that the child is free of infestation and may return to the classroom. The date of the head check will be entered into the health log. If nits or lice are found in the hair of the child, the following will occur:

A) The child that is found to have nits or lice will be isolated. The parent/guardian will be contacted to inform them of the problem and will be requested to pick up the child as soon as possible. They will be provided written instructions about care for the child and the home.

B) Conduct a head lice search for each child in the classroom.

C) Re-examine the child's head before his/her return to class. If the child is nit free, the child will be given a note for the teacher saying he/she is allowed to return to class. If the child is not nit free, the parent/guardian will again be contacted and asked to pick up the child.

Office staff will carry out the following:

1. Get in touch with the parent/guardian or, as a last resort, the emergency contact person, stating the condition of the child and ask that the child be picked up as soon as possible. In the event that no one can be reached, the child will remain in isolation until dismissal.

2. Notify the teacher of one of the following:
   A) The parent/guardian/emergency contact will pick up the child.
   B) No one is available to pick up the child and he/she must remain in isolation. (Work is to be provided)

HOMEWORK

Assignments to be completed at home, and other special projects designed to reinforce classroom instruction, is a normal part of any school's functioning. It is the student's responsibility to take these assignments home and to plan sufficient time outside of class to complete all assignments on time. Incomplete and late assignments will affect the student's grades. At the teacher's discretion, the student may be required to complete the missing assignments at recess or after school.

LOST AND FOUND

Students who find articles in or around the building are to bring them to the office where they may be claimed by their rightful owner if proof of ownership is shown. Similarly, students who have lost any of their books or personal belongings are advised to check the lost and found in the cafeteria.

PAYING FOR LUNCH

There is no cost for lunch or breakfast. However, if a student wants an extra milk, there is a fifty cent change.

GOING OUT FOR RECESS

All students should go out for recess unless it is absolutely necessary that they stay indoors. Students staying indoors for recess are required to have a note from the parent/guardian giving the reason for requesting the student to stay indoors. **Please make sure your child is dressed according the weather as students will have recess daily. Recess will be "indoor" if the Fahrenheit temperatures sits below 20 degrees.**

MONEY BROUGHT OR SENT TO SCHOOL

The student should be encouraged to bring no more money than is needed on a given day. **The child must accept the total responsibility for his/her own property.**

PHYSICAL EDUCATION EXCUSES

If a parent/guardian wants his/her child to be excused from gym because of illness or injury, they must send a written doctor's excuse. Students are required to wear tennis shoes and dress appropriately for their gym days.

SCHOOL PROGRAMS

The student who is participating in any program throughout the school year is expected to be at the program on time to take part. If the student knows ahead of time that he/she will not be able to attend rehearsals or the program, he/she should not accept a major part. If the student is unable to attend rehearsals or the program, it is requested that the parent/guardian send a written note prior to the event.

The parent/guardian and visitors attending programs are asked to sit quietly and keep young children in their seats at all times. No one is permitted to wander throughout the school.

TELEPHONES

The office telephone is for school business and it may be used by students only in cases of emergency and with the permission of the principal or secretary. All phone calls coming into the office will be taken by the secretary. Staff members will only be called to the phone in case of an emergency. Other calls will be noted and a return call will be made when the staff member is available.

TEXTBOOKS

Textbooks will be supplied by the school. Students are expected to take care of them because they are a borrowed item. Any textbook that

is lost or damaged during the school year will have to be replaced or rebound and may necessitate a fine to the student.

TORNADO DRILL

Tornado drills will be indicated by short blasts on an air horn or bull horn. When the alarm sounds, the student should proceed in an orderly fashion to the assigned tornado safety area as directed by the teacher or other staff member. If the student is not with his/her assigned class (e.g. restroom or hallway), he/she should proceed immediately to the nearest tornado safety area and report to a staff member. Upon arriving at the designated area, students should face the wall, crouch down to the floor and cover their heads. Students should wait until the "all clear" is given by school officials.

TOYS

Toys are not permitted in the school. Any toy not authorized to be in school will be confiscated.

VISITORS TO SCHOOL

All visitors, including staff from other buildings, must stop at the office upon entering and sign the visitor's log book. Visitors must wear a pass at all times. No one will be permitted to walk freely through the school or stop in the classrooms to speak with the teachers. The classrooms are not to be disrupted at any time. If a parent/guardian needs to speak with a teacher, a conference can be set up after school hours or during the teacher's conference time.

STUDENTS IN OTHER BUILDINGS

Students are permitted in the school building to which they are assigned. Students in buildings other than the one to which they are assigned are trespassing. If students have business in one of the other buildings, they should go to the principal's office for visitors pass upon entering the building.

V. STUDENT ACHIEVEMENT

INTERIM REPORTS AND REPORT CARDS

An interim report will be sent home for all students in the fifth week of each grading period. These reports are intended to update the parent/guardian on the student's mid-quarter progress. These reports must be signed and returned to the school.

The student will receive a report card at the end of each nine-week period provided all fees have been paid. If there are any questions concerning the student's report card, please call the school to arrange for a conference (330-326-9800) with the student's teacher or teachers. The report card must be signed and returned to the school.

GRADING SCALE

Grades PreK-3:

A four-point scale will be used to measure your child'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 demonstrates insufficient performance of targeted grade level standards with support.

Grades 4-5:

A – 90-100%
B –80-89%
C –70-79%
D –60-69%
F –Below 60%

HONOR ROLL (GRADES 3-5)

Students having all A's and B's (3's and 4's in 3rd grade) will be eligible for the Honor Roll. Many things are taken into consideration before a grade is given. Homework, preparation for class, participation and discussion, quality of work, effort, and other items are always considered before the final grade is given.

PARENT CONFERENCES

In order to supplement a report card, it is felt that additional means of communication should be provided. Therefore, twice each year dates are set aside in the school calendar for parent/teacher conferences during the first and third quarters.

PROMOTION

We believe that the primary consideration in decisions regarding promotions and retentions of students should be the ultimate welfare of the student. We believe that the ultimate welfare of the child in turn depends upon his/her grasp of fundamental skills and knowledge and his/her social and emotional development. No conditional promotions are permitted. Promotions will be determined by the agreement between the principal and the teachers. Board policy will be followed concerning promotions, retentions and placement.

VI. CODE OF CONDUCT

The rules and standards set forth apply to conduct in school, on school busses, or involving school property, and conduct at school functions of any kind. Not all acts of misconduct can be itemized. However, appropriate and reasonable disciplinary action will be taken for offenses not necessarily specified in the code of conduct. Common sense and decency will prevail at Katherine Thomas. No student shall disrupt the education of another. It is the intent of this code of conduct to ensure that all students receive an appropriate education in an environment conducive to learning.

Creating a Safe Environment

1. Every attempt shall be made to be as fair as possible, as well as firm as possible.
2. Proper behavior is something we all must learn.
3. Students will not interfere with the education of others in any way.
4. The administration and teachers do not punish students when they show improper conduct. They take corrective action hoping that the behavior will not happen again.
5. A constant effort will be made to give the entire student body and Katherine Thomas Elementary School an excellent reputation.
6. Rules and regulations apply to all students. Students at Katherine Thomas Elementary are expected to behave and obey school rules, regulations, and procedures, and to practice good citizenship at all times.
7. The violations involve corrective action for one school year at a time.
8. The parent/guardian will be notified for each code of conduct violation, either by phone, note home, note mailed, or conference.
9. In order to provide an efficient school, a certain level of student discipline is necessary. In providing this environment, we feel that the following expectations and regulations can act as positive guides. Please take time to go over each rule with your child to avoid any confusion or misunderstanding in the future.

The following disciplinary actions may apply to any student who chooses to violate the Katherine Thomas Elementary School Code of Conduct.

1. **Recess Detention -** The student will be assigned to his/her home room during scheduled recess.

2. **Before or After-School Detention -** The student will serve the assigned detention in a designated school area before or after school hours. Time and date will be assigned

by school personnel.

3. **Office Detention (In School Suspension) -** The student will be assigned to a staff member during school hours. All school work will be provided for the student during this time.

4. **Out of School Suspension -** The student will not be permitted on school property either during or after school hours. Work may not be made up due to the suspension. All work missed will result in a zero.

5. **Expulsion -** The student will not be permitted to return to school or participate in any school-related activities (on or off school grounds) for up to 80 days.

K.T. 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

Bomber P.R.I.D.E. can be achieved by the following:
Note some expectations may fall into multiple categories

CLASSROOM

P – Prepared
1. Have materials ready.
2. Have pencils sharpened before class begins.
3. Be prepared to learn.

R – Respect
1. Follow instructions from all adults.
2. Use kind words.
3. Raise your hand and wait to be called on.
4. Listen attentively.
5. Keep hands, feet, and other objects to yourself.

I –Integrity
1. Complete assignments to the best of your abilities.
2. Follow classroom rules.
3. Always do your best!

D – Demonstrate safety
1. Use walking feet.
2. Keep your hands, feet, and other objects to yourself.
3. Use materials appropriately.

E – Excellence
1. Always do your best!
2. Keep personal space clean.
3. Work cooperatively with others.

HALLWAYS

P – Prepared
1. Always carry a hall pass.

R – Respect
1. Follow instructions from all adults.
2. Travel silently while class is in session.
3. Walk on the 2nd block on the right side of the hallway.
4. Keep your hands and feet to yourself.

I – Integrity
1. Always use walking feet.
2. Travel silently.
3. Pick up your feet when walking.
4. Get to destination quickly.

D –Demonstrate safety
1. Keep hands and feet to yourself.
2. Walk with your eyes forward.

E – Excellence
1. Travel silently.
2. Always use walking feet.

RESTROOM

P – Prepared
1. Always carry a restroom pass.

R – Respect
1. Follow instructions from all adults.
2. Give each other privacy.
3. Keep the restroom clean.

I – Integrity
1. Flush.
2. Put paper towels in trashcan.
3. Wash your hands with soap and water.

D – Demonstrate safety
1. Keep water off the floor.
2. Wash your hands with soap and water.
3. Report serious problems to an adult.

E – Excellence
1. 2 pumps of soap & 1,2,3 – Save a Tree.
2. Use restroom for appropriate reasons.
3. Keep voices off.

CAFETERIA

P – Prepared
1. Know your lunch number.
2. Bring all items needed for lunch.

R – Respect
1. Follow instructions from all adults.
2. Use table manners.
3. Use appropriate language.
4. Communicate using inside voices.

I – Integrity
1. Use table manners.
2. Stay seated the entire time.

D – Demonstrate safety
1. Sit on your bottom, facing forward with feet under the table.
2. Keep your hands and feet to yourself.

E – Excellence
1. Keep your area clean.
2. Dispose of your trash properly.

PLAYGROUND

P – Prepared
1. Wear appropriate clothing and footwear for the weather.
2. Wear only closed-toed shoes.

R – Respect
1. Follow instruction from all adults.
2. Everyone can play!
3. Keep your hands and feet to yourself.
4. Use kind words.

I – Integrity
1. Demonstrate good sportsmanship.

D – Demonstrate safety
1. Use playground equipment appropriately.
2. Demonstrate good sportsmanship.

E – Excellence
1. Everyone can play!
2. Demonstrate good sportsmanship.
3. Line up promptly in a single-filed line.

BUS

P – Prepared
1. All materials in backpack, zipped, and on your back.
2. Put coat on before leaving the classroom.

R – Respect
1. Follow instructions from all adults.
2. Use quiet voices.
3. Use kind words.
4. Take care of the bus.
5. Keep hands, feet, and other objects to yourself.

I – Integrity
1. Sit on your bottom, facing forward with feet on the floor.
2. Keep all items in your backpack.

D – Demonstrate safety
1. Sit on your bottom, facing forward with feet on the floor.

2. Use quiet voices.
3. Walk to and from the bus.
4. Keep the aisle clear.

E – Excellence

1. Keep the bus clean.
2. Use appropriate language.

VII. DISCIPLINE

MINOR BEHAVIOR INFRACTIONS

Discipline issues that can be handled by the classroom teacher and usually do not warrant a discipline referral to the office.

Minor behaviors will be handled within the classroom by the teacher. Ordinarily, a teacher will not refer the student engaging in minor behavior infractions to the school administration until the classroom teacher has taken at least three documented, progressive disciplinary actions. Thereafter, the classroom teacher may refer the student to the office. However, earlier referral may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary or will be useful in resolving the problem. Minor behavior disciplinary action may be imposed by the classroom teacher, principal or any other designated school authority. These rules apply to students at all times, including school functions/activities (on or off school grounds), and on school buses.

Examples of disciplinary actions which classroom teachers may use to address minor behaviors include, but are not limited to: verbal reprimands, parent contact, student mediation, contracts, classroom detention, conferences with students and/or parent/guardian, temporary separation from peers, loss of class privileges, restitution, reflections and referral to guidance counselor.

BEHAVIOR	DEFINITION
Defiance/Insubordination/ Non-compliance	Engaging in brief or low-intensity failure to follow directions or talking back.
Disrespect	Delivering low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Engaging in low-intensity, but inappropriate behavior causing an interruption in a class or activity. This includes, but is not limited to, loud talking, yelling or screaming, noise with materials, horseplay or roughhousing, and out-of-seat behavior.
Inappropriate language	Delivering low-intensity verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Physical contact	Engaging in non-serious, but inappropriate physical altercations.
Property Misuse	Engaging in low-intensity misuse of property owned or leased by the Windham Exempted Village Schools.
Technology violation	Engaging in non-serious, but inappropriate (as defined by the Windham Board of Education) use of cell phone, pager, music/video player or recorder, camera, and/ or computer.
Unacceptable behavior	Any other conduct which interferes with the orderly operation of the classroom or school including excessive lack of preparation for class.

MAJOR BEHAVIOR INFRACTIONS

Discipline issues that must be handled by administration due to the severe nature of the infraction and/or the continuous pattern of similar minor behavior infractions.

A student with a behavior classified as a major behavior infraction shall be subject, but not limited to, the disciplinary actions listed below. This means that lesser penalties may be assessed depending upon the facts and circumstances. Disciplinary actions of a greater level may be imposed, if the circumstances surrounding the misbehavior, including the student's past record, seems to warrant a more severe penalty. These rules apply to students at all times, including school functions/activities (on or off school grounds).

Examples of disciplinary actions which administration may use to address major behaviors include, but are not limited to: parent contact, conferences with student and/or parent/guardian, office time out, loss of privileges, restitution, detentions, in-school suspension, out of school suspension, and referral to guidance counselor.

BEHAVIOR	DEFINITION
Abusive language/ Profanity	Delivering verbal or written messages that include obscene, abusive, or vulgar language, such as swearing, name calling, or use of words, signs, or gestures in an inappropriate way.
Body Fluid Abuse	Intentionally spitting or urinating on another student in the school environment, either in or outside the school building, including on the school bus.
Bullying/ Harassment	The delivery of direct or technology-based disrespectful messages that involve intimidation, teasing, taunting, threats, or name-calling on more than one occasion. These messages may include, but are not limited to, those related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Defiance/ Insubordination/ Non-compliance	Engaging in refusal to follow directions or talking back.
Fighting/ Physical aggression	Engaging in actions involving serious physical contact, singularly or by mutual participation, where injury may occur. This includes, but is not limited to, hitting, punching, hitting with an object, kicking, hair pulling, biting, and scratching.
Property damage/ Vandalism	Participating in activities that result in the destruction or disfigurement of school or private property.
Severe disruption	Engaging in behavior that causes a severe interruption in a class or activity. This includes, but is not limited to, loud talking, yelling or screaming, noise with materials, horseplay or roughhousing, and out-of-seat behavior.
Severe technology violation	Engaging in activities that go against the provisions of the Acceptable Use Policy of the Windham Exempted Village Schools.
Stealing	Taking another individual's personal property.

EMERGENCY OR CRISIS INCIDENTS

Discipline issues that are illegal and/or serious and potentially life or health threatening that require immediate response from administration.

A student committing a behavior, which is classified as an emergency or crisis incident, may be subject to a ten-day suspension or expulsion (up to 80 days) from Katherine Thomas Elementary School. Students expelled from school can only be reinstated through the proper procedures set forth by the Windham Board of Education. First offenders may be referred to an appropriate counseling and/or treatment programs. Such referrals may be repeated for subsequent violations. These rules apply to students at all times, including school functions/activities (on or off school grounds), and on school buses.

BEHAVIOR	DEFINITION
Alcohol/Drugs	Selling, using or possessing drugs, mood-altering chemicals, or substances (including counterfeit or look-alike substances). Distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages or other intoxicants on school property or at school functions. This includes bringing such items into the school for another person, to a school -sponsored activity, or having such items at one's desk or placing them into a book bag or in a hiding place on school property.
Assault/Battery	Intentionally causing physical injury to a student, staff member, or private citizen.
Bomb Threats/False Alarms	Making a knowingly false statement regarding the possession or location of explosive incendiary materials, activating the fire alarm system on school property, or reporting a fire when none exists.
Fireworks/Explosives	Possessing, having access to, transmitting, concealing using or threatening the use of fireworks, smoke bombs, stink bombs, explosives, incendiary materials, pepper spray, tear gas, or other such devices, capable of inflicting bodily injury or disrupting the educational process.
Hazing	Any act of coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of mental or physical harm to any person.
Illegal or Inappropriate Conduct	Engaging in conduct that imposes a threat to another person's life, health, or seriously disrupts or interferes with the educational process.
Possession or Use of Weapons or Dangerous Instruments	Possessing, handling, transmitting, or using any kind of firearm, lighter, matches, knife, razor, club, chain, or look-alike or replica object or item which can be considered a weapon or used as a weapon. This includes bringing such items to school or to a school-sponsored activity or another person. It also includes having such items at one's desk, or placing in a book bag, or in a hiding place on school property.
Sexual Harassment	Interfering with or annoying, accosting and harassing sexually another student or individual. Any unwanted sexual advances, which may be verbal, visual, or physical contact.
Sexual Offenses	Committing any willful and/or deliberate act with the intention of gaining sexual favors or furthering acts that are lewd or lascivious in nature, including acts of indecent exposure.
Tobacco	Smoking, using, possessing, selling, or attempting to sell tobacco in any form. This also includes possession of lighters and/or matches.
Vandalism	Substantial destruction or defacing school or private property. Any student who does this is responsible for restitution and/or repair of all damages incurred. Restitution must be made directly to the treasurer of the schools.
Unauthorized Entry	Entering 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 permission.
Unauthorized Lighting of Matches or Starting a Fire	Setting fire, or attempting to set fire, to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school. Any student who does this is responsible for restitution and/or repair of all damages incurred. Restitution must be made directly to the treasurer of the school.