



2021-2022

JUNIOR/SENIOR HIGH  
STUDENT HANDBOOK

# *WELCOME*

Dear Students, Parents, and Guardians:

Welcome to the 2021-2022 school year for Windham Junior and Senior High School. The administrative staff is excited for another productive and successful school year.

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

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

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

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

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

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**Windham Exempted Village Schools  
2021-2022 School Calendar  
Calendar Option A**

August '21						
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				

Teacher In-Service 16,17,18

First Day Students - 19

September '21						
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		

Labor Day -6 No School

October '21						
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						

KT/JH/HS - Conferences -7

NEOEA Day - 8 - No School

November '21						
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				

Election Day - 2 - PD Day

Thanksgiving Break - 24,25,26,29

December '21						
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	

Winter Break - 22-31

January '22						
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					

No School - 3

No School -4 PD day

MLK Day - No School -17

February '22						
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					

KT/JH/HS Conferences-17

No School - 18

Presidents Day - 21 - No School

March '22						
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		

Early Release Day - 24

Spring Break - 21-25

April '22						
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

Easter Break - 15-18

May '22						
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 '22						
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		

July '22						
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

## **ADMINISTRATIVE STAFF**

Aireane Curtis, Superintendent

Joel Snider, Treasurer/Director of Food Services

Zack Burns, JR/SR High School Principal

Jessica Horning, JR/SR High School Assistant Principal

Melissa Malone, Elementary Principal & Director of Special Services

## **GUIDANCE**

Rose Gainard, JR/SR High Guidance

Stephen Jaramillo, JR/SR High Guidance

## **ATHLETICS**

DJ Gross, Director of Athletics

Zack Burns, Assistant Director of Athletics

## **BOARD OF EDUCATION**

Mandy Berardinelli, President

Maurina Collins, Vice President

Ted St John, Board Representative

Elaine Grant, Board Representative

Darryl McGuire, 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.

## FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2020. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2020, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal.

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

## EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Zack Burns  
Principal  
(330) 326-2711 ext. 513

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.



## BELL SCHEDULE

The doors to the school building will open at 7:230 a.m. Students are not permitted in the building before this time, except through written permission. Breakfast will be available from 7:30-7:48. Students arriving after 7:48 will be considered tardy.

	<b>Tardy</b>	<b>7:48</b>
1 <sup>st</sup> period		7:48-8:44
2 <sup>nd</sup> period		8:46-9:42
3 <sup>rd</sup> period		9:44-10:40
4 <sup>th</sup> period		10:42-11:38
5th Lunch		11:40-12:12
6th Lunch		12:14-12:46
7 <sup>th</sup> period		12:48-1:44
8 <sup>th</sup> period		1:46-2:42

## GRADING PERIODS

1 <sup>st</sup> grading period:	Aug. 23-Oct. 22	3 <sup>rd</sup> grading period:	Jan. 18-Mar. 18
2 <sup>nd</sup> grading period:	Oct. 25-Jan. 14	4 <sup>th</sup> grading period:	Mar 28-May 26

## STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the principal or guidance counselor.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the Building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them Uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

A person is stationed at the main entrance of the building to greet visitors and

guide them to the office.

All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### **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.

### **HANDBOOK REVIEW AND APPROVAL**

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

#### **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.**

#### **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

#### **SCHEDULING AND ASSIGNMENT**

##### **Junior High Level**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

##### **High School Level**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## **ARRIVAL/DISMISSAL**

Upon arrival, students may wait on the sidewalk area in front of the High School/Junior High. At 7:20 a.m., students may enter the building lobby and report to the cafeteria for breakfast, room 135, or the library until 7:33 a.m.

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

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

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

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

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

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18. Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Superintendent.

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

## 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.

## USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child

may self-administer non prescribed medication.

may keep non prescribed medication in his/her possession.

If a student is found using or possessing a non prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is Received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the principal.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pests, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental Infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the Following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.



Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents - Injury/ Exposure Report.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or local health service provider. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or local health care provider.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life Activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational Accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child

study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the “least restrictive environment”.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact Student Special Services Director Melissa Malone at (330) 326-9810 to inquire about evaluation procedures, programs, and services.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Student Special Services Director Melissa Malone at (330) 326-9810.

## **CHILDREN AND YOUTH IN FOSTER CARE**

**Students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District.**

## **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.

## **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **LOST AND FOUND**

The lost and found area is in the Junior High Lobby. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **LOCKERS/ BOOK BAGS**

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

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

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

## **LUNCH PROCEDURES**

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 in a clear plastic container are prohibited outside the cafeteria, unless packed as a lunch. Lunches are to be kept in the student's hall locker. Bottled water is the only beverage allowed in the labs or classrooms. Disciplinary action will occur to chronic offenders.

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

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

## **VENDING MACHINES**

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

## **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.

## **EMERGENCY CLOSING**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing by Blast Telephone Call, School run social media sites - Facebook, Twitter, Instagram and local Northeast Ohio radio and television stations.

Information concerning school closings or delays can also be found on the School's web page at <https://www.windham-schools.org/>.

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS DURING THE SCHOOL DAY**

No one other than students, teachers and employees of the Windham Exempted Village are permitted in the school building without first signing in and securing a visitor's pass from the main office. Visitors of students are prohibited and will not be permitted to attend classes or visit during the school day.

## **WINDHAM POLICE YOUTH DIVISION**

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

## **SCHOOL 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.

## CELL PHONE/ELECTRONIC DEVICE(S)

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

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

- A. Students may use the above items during their assigned lunch period to check email, texts and use as a personal audio device.
- B. Students may not use the above items between 7:20 a.m. and 2:45 p.m. for phone calls without permission.
- C. Students may check data between class periods.
- D. These items may not be used during any class period without the explicit permission from the classroom teacher.
- E. Headphones/earbuds may be worn in the hallway, however, one ear must be available at all times.

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

## 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.

## USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## 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.

## STUDENT PUBLICATIONS

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

## SECTION II - ACADEMICS

### GRADING POLICY

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

#### Late Work Policy

All late work will get a 10% reduction for each day that it is late. After 5 days you must turn in whatever you have to receive no higher than a 50%. No work will be accepted after 5 days late.

### ACADEMIC AWARDS

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

### ACADEMIC INTERVENTION

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

### Arrival/Dismissal

Upon arrival, students may wait on the sidewalk area in front of the High School/Junior High. At 7:20 a.m., students may enter the building lobby and report to the cafeteria for breakfast, room 135, or the library until 7:33 a.m.

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

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

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

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

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

## **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in (←)mathematics and reading
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.



Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

## **HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

## **FIELD TRIPS**

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

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

## **ATHLETIC EXTRACURRICULAR ELIGIBILITY**

Eligibility standards are established by the Ohio High School Athletic Association and the Windham Exempted Village Board of Education. Eligibility for participation in extracurricular organizations/clubs shall follow guidelines set forth for athletics. In order to be eligible for athletics in grades 7-12, a student

must be currently enrolled and must have been enrolled in school the immediately preceding grading period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, and the student may not have received a failing grade in two or more classes they were enrolled in. All students entering the 7<sup>th</sup> grade for the first time are eligible for the first grading period. If a student's individualized education plan (IEP) indicates that an exemption from this portion of the policy (GPA requirement) would be advisable, such eligibility requirements shall not be applicable to that student, but the OHSAA requirement would still be in effect.

**Absence on Day of Extra-Curricular Activity:** To attend or participate in any activity such as an athletic event, play, band/choir performance, dance, etc., sponsored by the school, students are to be in attendance on the day of the activity. A student leaving with an early dismissal OTHER THAN: medical, court, or principal discretion must be present for a **minimum of 4 hours of the school day (this includes junior and senior early dismissal students)** in order to participate in the extracurricular activity on the day of the event.

**Students must arrive by 10:35 AM** to participate in an extracurricular activity  
**Students can leave after 11:35 AM** to participate in an extracurricular activity

The administration and/or guidance counselors will run a weekly academic eligibility report starting the third week of each athletic season. Student athletes that are failing any class will be required to attend academic intervention until they are no longer failing a class. They will not be excused for practice or a home game. If they have an away game in which the bus leaves before 3:30 they will be excused from academic intervention that day. If they miss academic intervention they will be suspended from the next contest.

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

**Activity Conflicts-**A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflict as soon as they become aware of them.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

Specific course requirements are:

English 4 credits  
Health ½ credit  
Phys. Ed. ½ credit  
Mathematics 4 credits  
Science 3 credits  
Social Studies 3 credits  
Electives 5 credits  
Total 20 credits

All students must receive instruction in economics and financial literacy during Grades 7 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Credit will be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

## Honors Diploma

The Windham Exempted Village Schools shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
3. A completed the academic curriculum and met at least 7 of the following 8 criteria:
  - a. earn 4 units of English;
  - b. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which contains equivalent content;
  - c. earn at least 4 units of Science, including physics and chemistry;
  - d. earn 4 units of Social Studies;
  - e. earn either 3 units of 1 foreign Language or 2 units each of 2 Foreign Languages (must include no less than 2 units for which credit is sought;

- f. earn 1 unit of Fine Arts;
- g. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year; or
- h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT);

OR 3.B completed an intensive career-technical education curriculum and met at least 7 of the following 8 criteria:

- a. earn 4 units of English;
- b. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher level course or a 3 4 year sequence of courses which contain equivalent content;
- c. earn 4 units of Science, including physics and chemistry;
- d. earn 4 units of Social Studies;
- e. earn 4 units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit.

[Otherwise, the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical competency assessment or the equivalent.]

- f. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;
- g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment of equivalent assessment aligned with State-approved and industry validated technical standards; or
- h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

## **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

## **EDUCATIONAL OPTIONS**

Windham High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the Principal or his/her designee. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the Guidance Department Office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

## **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 9 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the high school counselor to obtain the necessary information.

## **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

## **SENIOR CAPSTONE PROJECT**

Each senior will participate in a senior seminar and will complete a capstone project as outlined by the advisor of the senior seminar. Any student failing to complete the senior capstone project to the satisfaction of the senior seminar advisor and administration will not be permitted to walk at graduation, but will still receive a diploma from Windham High School. Administration reserves the right to make exceptions.

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

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

## **Selection Process:**

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

## **COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable,

inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or Social Media Accounts including but not limited to Facebook, Instagram, Snapchat, Twitter, and TikTok accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory Attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a



person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or school resource officer if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Superintendent. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages

on bulletin boards or "Listservs".

- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defects. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
  2. Class work, specifically assigned but independently conducted.
  3. Personal correspondence (checking, composing, and sending email).
  4. Training (use of such programs as keyboarding tutors, etc.)
  5. Personal discovery (“surfing the Internet”).
  6. Other uses – access to resources for “other uses” may be further limited during the school day at the discretion of the principal or
- T. Game playing is not permitted unless authorized by teachers.

## **SECTION III - ATTENDANCE**

### **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 ten (10) absences in one year.** Parent notes for personal illness will not be accepted beyond the 10 day limit. All absences beyond the 10 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.

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

1. The parent must call the school, (330) 326-2711 ext. 515 before 8:30 a.m. to report the student’s absence. Attendance personnel will make daily reasonable efforts to contact all homes that do not comply with the required call.
2. Upon returning to school, all students must **immediately** report directly to the Attendance Office prior to breakfast. Failure to promptly check-in may be considered an unexcused absence.

3. The student must bring a note written by the parent/guardian stating the specific date or dates and the reason for absence.

Acceptable excuses are:

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

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

### **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).

### **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.

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.

### **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 an absence form from the attendance office. **These slips must be submitted at least 1 week in advance to the principal.** **If a student fails to submit the form in advanced notice, the student will receive a 1% reduction of each final grade per unexcused absence.**

## TARDY TO SCHOOL PROCEDURE

- A. Students tardy to school will report to the Attendance Office to sign in and give their reason for tardiness. **Students who fail to sign in may face disciplinary action.**
  - B. A student is considered tardy to school if he/she is not in his/her designated room when the last tardy bell rings at 7:~~35~~<sup>48</sup> a.m.
  - C. **The only acceptable excuses for tardiness are the same as those for absence (see Item #3).**
  - D. Excessive tardiness due to illness may require written confirmation from a doctor that a medical problem exists.
  - E. Doctor notes must be resubmitted each semester.
  - F. Excessive tardiness will call for discipline. After 3 tardies, students will start to receive disciplinary action per tardy.
4. When the student returns to school after an absence, the student will be given an admittance slip from the Attendance Office.
5. The student will report to the classroom and present the slip to the teacher at the opening of each period. Students who do not have this slip will be sent to the Attendance Office.
6. Students wishing to leave school during the school day must be excused by the Attendance Office, Main Office or Clinic. Excused students are required to have a written note and a parental phone call to the Attendance Office that day. The student must provide verification of his/her appointment upon his/her return to school.
7. College visitation requests to be absent from school must be signed by the parent and presented to the Attendance Office prior to the absence. Students receive 3 college visits per high school career. A college visit is an excused absence and WILL affect a student's attendance record if more than 3 visits are used. Verification of the visit must be presented upon return to school.
8. Falsification of any excuse, or forging of a teacher's or parent's signature shall justify the suspension of the student.
9. **Any student absent more than 10 days per semester, per course** must present a written doctor's note for all absences classified as illness or must obtain written doctor's certification of a chronic medical problem necessitating unusual absence. Students not complying with the above can be recommended for expulsion or can lose credit for courses taken unless verification has been established with the Main Office which denotes that a chronic medical problem does exist.
10. Situations of detention or incarceration will be dealt with on a case by case basis.

## TARDY TO CLASS (CUMULATIVE) PROCEDURE

**Students should arrive to class on time before the bell rings for each period. Each classroom teacher shall work with administration to determine consequences for excessive tardies to class.**

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

1<sup>st</sup> Tardy: Verbal warning from teacher

4<sup>th</sup> Tardy: Office referral

2<sup>nd</sup> Tardy: Verbal warning from teacher

5<sup>th</sup> Tardy: Office referral

3<sup>rd</sup> Tardy: Detention issued by teacher

6<sup>th</sup> Tardy: Office referral

7<sup>th</sup> and further tardies: Home Suspension

## REFERRAL TO PORTAGE COUNTY JUVENILE COURT-DIVERSION SERVICES

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

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

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**

## REPORTING NON-ATTENDING STUDENTS TO THE BMV

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

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

## ATTENDANCE RELATED RULES AND PROCEDURES

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

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

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

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

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

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

## **SECTION IV - STUDENT CONDUCT**

### **CODE OF CONDUCT**

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

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

### **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.

### **DRESS CODE GUIDELINES**

Violations corrected **prior to the tardy bell** for their **first class** will not count as a dress code offense. A teacher will be designated to handle dress code violations at a specific location. Students found in violation of the policy prior to their first class will be sent to the teacher to correct the dress code violation. Students found in violation of the policy **after the tardy bell for their first class** will be sent to the main

office and the administration will evaluate the violation and instruct the student on correction of the violation. Students will be returned to class as quickly as possible and care will be taken to minimize time away from classroom instruction as a result of dress code violations.

### **Enforcement**

The school administration shall have the right to evaluate any clothing, hairstyle, or piercings to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. The administration recognizes the inconvenience involved for parents to bring corrective clothing to school during the day; however this may be required if the student is unable to or chooses not to correct the infraction with alternate clothing.

- It is the responsibility of the **student** to be knowledgeable of and comply with the Windham Exempted Village Schools dress code.
- It is the responsibility of the **parent** to ensure that the dress code is observed.
- It is the duty of the **teachers** to ensure that the dress code is enforced fairly and consistently.
- It is the final decision of the **administration** to deem what meets or does not meet dress code.

### **Consequences**

**1st offense** - Dress code is corrected and parents are notified.

**2nd offense** - Dress code is corrected, parent is notified, and the student will receive a warning.

**3rd offense** - Dress code is corrected, parent is notified, and the violation will result in appropriate disciplinary action.

**\*If the dress code violation cannot be corrected, the student will remain in ISS and classwork will be provided.**

### **Prohibited:**

1. Beach wear
2. Pajama and flannel pants
3. Spandex/biker pants
4. Yoga pants and leggings **without shirts that cover the hips.** Shirts must fall below the student's hips- this includes all sides of the shirt.
5. Jeans with holes in them WITHOUT leggings underneath to cover the holes that are 2 inches above the knee. ***\*Leggings underneath can be patterned, any color, but cannot be sheer.\****
6. See-through clothing or sleeveless T-shirts
7. Skirts, pants, shirts and blouses that expose an excessive amount of skin or private areas of the body.
8. Short skirts, dresses and shorts- **no shorter than 3 inches above the knees**, and are appropriate for school and would be acceptable in a business environment.
9. Bare midriff including crop tops or shirts that are too short. Skin cannot be exposed when students walk, sit, or bend down.
10. Thin strapped tank tops (including spaghetti strap tank tops, halter tops) - shoulders and bra straps are covered
11. Low cut shirts that expose cleavage- shirts must have a modest neckline
12. Clothing and accessories that demonstrate or suggest racial, ethnic, sexual or religious disrespect.
13. Writing across the buttocks area of clothing.
14. Objectionable logos, including references to drugs, alcohol, tobacco, cigarettes, sex, race, derogatory comments, and/or pictures, gang identifiers, cult identifiers, and profanity
15. Alterations on clothing to identifying with gang membership



16. Skin-tight garments. Skin tight is defined as any garment that shows one's anatomy or undergarments in a detailed manner.
17. Clothing and/or jewelry that would be hazardous to a student's health or safety and/or disrupt the educational process
18. Coats in the classroom or halls, except when entering or exiting the building (Exceptions will be granted only by the administration).
19. Game day jerseys without sleeves or without under or over garments that have sleeves.
20. Extremely loose fitting clothing: Trousers/slacks/jeans worn below the hips that have the appearance of the "sag" look.
21. Bare feet and questionable footwear
22. Application of make-up, colognes, scented lotions/creams outside of the restroom

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

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

## **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.

## **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.

## **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.

## **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.

## **DETENTIONS**

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

a referral to the principal and school detention will be issued. **All detentions supersede any after school activities**

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

#### **Detention Rules and Expectations:**

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

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

### **IN-SCHOOL SUSPENSION**

ISS will be conducted on an as needed basis. Students are to report to ISS after breakfast or will be placed there throughout the day by the administration, as needed. **Junior and senior students who have early dismissal are required to stay the full school day when they receive ISS.**

School rules are to be followed. ISS is a quiet environment. Noise disruption is not acceptable. Students are to have work with them. Sleeping is not permitted. Cell phones and computers are not permitted. Group restroom break is at 9:30 and will be supervised by the ISS supervisor. Individual restroom breaks are reserved for emergencies only. Students must sign in/out and have a hall pass. Only one student is allowed to go to the restroom at a time. Students can eat lunch in the ISS room. Students are released to go home at the end of the day. If any problems arise, the administration will be notified immediately.

**STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES ARE SUBJECT TO FURTHER DISCIPLINARY ACTIONS.**

## 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.

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## 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.

## 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 Cyberbullying/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. This includes activities that occur off school grounds that disrupts the educational process.
- 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, bullets/bullet casings (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 a staff member, student, or other person associated with the district. 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.
- Y. **Cell Phones:** Cell phones are not permitted in the classroom unless permission is given by the teacher.

## USE AND/OR POSSESSION OF A FIREARM

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

## **BOMB THREATS, AND OTHER FALSE ALARMS AND REPORTS**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

## **TERRORISTIC THREAT**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

## **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 a 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 a 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/Vaping/Use/Possession/Ready to Smoke:** A student shall not use or have in possession tobacco products and smoking/vaping related products 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.

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor" other substitute forms of cigarettes, or clove cigarettes are also prohibited.

Each offense of possession or use of any form of tobacco, matches or lighters shall be assigned:

1. 1st Offense - 3 Days of In-School Suspension and completion of vape education program.
  - a. Present vape education program to administration, school nurse, parent/guardian
2. 2nd Offense - 1-3 Days of Out-Of-School Suspension and referral to local law enforcement and health department.
3. 3rd Offense - 4-6 Days of Out-Of-School Suspension and referral to local law enforcement and health department.
4. 4th Offense - 10 days of Out-Of-School Suspension and recommendation for Expulsion by the Superintendent.

**Additionally, each Vape product will be tested for THC using Vape Testing Kits purchased by the school. If a positive test is produced, the student's discipline will automatically fall into the "Substance Abuse, Use, and Intervention" policy and the student will be suspended 10 days and put up for expulsion.**

## **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**

**First Offense:**

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.

## **DANCE REGULATIONS – HIGH SCHOOL**

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

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

1. Student dances shall be open to all Windham High School and Maplewood Career Center students who have Windham as their home school.
2. Grade level for attendance may be regulated by the sponsoring group, i.e., prom, etc.
3. Tickets for any dance may be purchased by currently enrolled Windham High School and Maplewood Career Center students only. Tickets may be sold at the door for current students only at the discretion of the sponsoring group.
4. A student may elect to invite an out-of-district guest. **The following guidelines will apply:**
  - A. The guest must be verifiably enrolled in an area high school or high school based career center program.
  - B. Tickets for guests must be purchased in advance; no tickets may be purchased at the door.
  - C. A Guest Request form must be obtained in advance and completed prior to purchasing the guest's ticket.
  - D. The Guest Request form must be completed by an administrator of the guest's home school, must include all requested information, and must include a recent school photo of the guest. No faxes or phone authorization will be accepted.

- E. Guests may not enter the dance without the registered student
  - F. The sponsoring organization with administrative approval may limit participation to only Windham Exempted Village School students.
5. Behavior during school sponsored dance events are covered under the guidelines outlined in the Student Handbook and appropriate social guidelines. Specifically:
- A. Once the student has entered the dance, he/she must sign out to leave the premises prior to the close of the event. Leave/re-enter privileges do not exist. If necessary, an escort may be requested to monitor a student's travel to the parking lot to retrieve a missed item from a vehicle.
  - B. If a Windham student brings an out-of-district guest, when the Windham student leaves, the guest must leave as well.
6. Attire shall be suitable for the dance as set forth by the sponsoring group. Hats, dew rags and bandanas are prohibited by the school dress code and shall not be permitted at dances. Undergarments and undershirts shall not be exposed. Shirts must remain on and buttoned.

## SECTION V - TRANSPORTATION

### 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
2. vehicle while the student is on the bus and for that period when the student is within viewing distance after discharging students.
3. 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 for 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 emergencies 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 their heads or arms out of the bus windows.

### **VIDEO RECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student Behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape recording will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF TRANSPORTATION TO SCHOOL**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially

provided by the School.

Students are required to obey the parking lot speed limit of 5 10mph.

All vehicles entering school property are subject to search and inspection.

When the school provides transportation, students shall not drive to school sponsored events.

## STUDENT PARKING

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

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

## Discipline Rubric

The following rubric demonstrates the normal flow of discipline concerning each of the disciplinary actions described in this handbook. Administration reserves the right to make all final decisions on discipline issues.

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.

Note: internet/computer/chromebook violations

- a. 1st offense: 1-2 detentions, loss of privileges for at least one week
- b. 2nd offense: ISS, loss of privileges for at least 3 weeks
- c. 3rd offense: 1-3 OSS, loss of privileges for at least 6 weeks
- d. 4th offense: 5-10 OSS, loss of privileges for at least 9 weeks, possible expulsion

B. **Bullying or Cyberbullying/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.

Note: if cyber-bullying see "A" above

- a. 1st offense: 1-3 OSS
- b. 2nd offense: 3-5 OSS
- c. 3rd offense: 10 OSS, pending expulsion

C. **Dangerous Weapons:** A student shall not use, threaten to use, have on his/her person, have easy access to, transmit or conceal, (on person, locker, car, etc.) any object or weapon such as a knife, chain, club, firearm, mace, tear gas, pepper spray, stun gun, laser pointer, (not to be a complete list) that could be considered a dangerous weapon capable of inflicting bodily injury or disrupting the educational process.

a. 1st offense: 10 OSS, pending expulsion

D. **Destruction and/or Defacement of School Property:** A student shall not attempt to damage at any time any property owned or leased by the Windham Board of Education. Restitution and/or repair will be made by the offending student.

Note: student/guardian responsible for cost of replacement of equipment

a. Minor: 1-2 detentions/ possible 1 ISS

b. Major: 5-10 OSS/expulsion-depending on severity.

E. **Dishonesty/Forgery:** A student shall not falsify documents and/or reports provided to school personnel. A student shall not falsify school forms, records, correspondence, examination papers, term papers, or any other school data not herein listed.

This includes completing work for other student(s)

Minor

a. 1st offense: 1-2 detentions

b. 2nd offense: ISS

c. 3rd offense: 1-2 OSS

Major

a. 1st offense: 1-3 OSS

b. 2nd offense: 5-10 OSS/Pending expulsion

F. **Disrespect:** A student shall not show disrespect to or 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.

a. 1st offense: 1-3 detentions, possible ISS

b. 2nd offense: 2 ISS

c. 3rd offense: 1-3 OSS

d. 4th offense: 5-10 OSS, possible expulsion

G. **Disruptive Behavior:** A student shall not engage in any disruptive behavior such as, but not limited to, unusual dress or appearance, disruption in classroom, hallways, cafeteria, homeroom, etc., and/or at any school related activity.

a. 1st offense: 1-2 detentions/possible ISS

b. 2nd offense: ISS/possible OSS

c. 3rd offense: 3-10 OSS,possible expulsion

H. **Failure to Comply:** A student is expected to follow a reasonable request of all school personnel including but not limited to school rules and regulations.

a. 1st offense: detention, possible ISS

b. 2nd offense: ISS

c. 3rd offense: 1-3 OSS

d. 4th offense: 3-10 OSS, possible expulsion

I. **Fireworks and Explosives:** A student shall not have on his/her person, have access to, transmit, conceal, use or threaten use of fireworks, smoke bombs, stink bombs, explosives, incendiary materials, or other such devices capable of inflicting bodily injury or disrupting the educational process. Major vs minor is determined by intent

Minor (student has it in their possession but does not intend to use it: may have accidentally brought it)

a. 1st offense: 2-3 detentions/1 ISS

Major (Student possesses and either intends to use or did use)

a. 1st offense: 10 OSS, pending expulsion

J. **Gambling:** A student shall not participate in games of chance for the express purpose of exchanging money or items of value. (Card games and other games of chance are not allowed.)

a. 1st offense: detention

b. 2nd offense: ISS

c. 3rd offense: 1-3 OSS

K. **Hazing:** "Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Therefore, any fear, embarrassment or pain caused by an act of hazing may result in disciplinary action. A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing is a misdemeanor of the fourth degree.

a. 1st offense: 1-3 OSS

b. 2nd offense: 3-5 OSS

c. 3rd offense: 10 OSS, pending expulsion

L. **Insubordination:** A student shall not disregard or refuse to obey reasonable directions given by school personnel during any period of time when the student is under the authority of school personnel or at any school sponsored event. Repeated violations of minor rules, directives, or discipline procedure shall constitute insubordination.

a. 1st offense: detention, possible ISS

b. 2nd offense: ISS

c. 3rd offense: 1-3 OSS

d. 4th offense: 3-10 OSS, possible expulsion

M. **Intimidation/Threat:** A student shall not make threats, menace or taunt other student(s) or adult(s) either directly or indirectly. Making threats shall constitute provocation. Threats shall not be made in a joking or humorous manner. All threats will be treated as a violation of this section.

a. 1st offense: 1-3 OSS

b. 2nd offense: 3-5 OSS

c. 3rd offense: 5-10 OSS, possible expulsion

N. **Physical Altercation and/or Assault:** Students shall not engage in or provoke physical contact for the express purpose of inflicting harm on another person. Words can constitute provocation. This refers to threatening another student. A student shall not encourage, provoke or contribute to a physical altercation. Retaliation is not considered self-defense.

Note: Emergency removal- Pending investigation

- a. 1st offense: 1-3 OSS
- b. 2nd offense: 3-5 OSS
- c. 3rd offense: 5-10 OSS. possible expulsion

O. **Profanity:** A student shall not use profanity, obscenities or obscene gestures while on school grounds or attending school-sponsored activities or functions.

- a. 1st offense: 1-2 detentions/possible ISS
- b. 2nd offense: ISS/possible OSS
- c. 3rd offense: 1-3 OSS
- D. 4th offense: 5 OSS

P. **Racial Slurs and Personal Slurs:** An individual has the right to his/her self-respect. An individual shall not make any written/verbal derogatory remarks about another person/group. Specifically prohibited actions include, but are not limited to, actions that willfully intimidate, insult or abuse any member of the school staff or student body.

- a. 1st offense: 1-2 detentions
- b. 2nd offense: ISS
- c. 3rd offense: 1-3 OSS

Q. **Sexual Harassment:** A student shall not interfere with or annoy, accost or harass sexually another student or individual. Any unwanted sexual advances, which may be verbal, visual, written, or physical contact, are considered forms of sexual harassment.

Note: includes verbal, non-verbal/gestures, and physical contact

- a. 1st offense: 1-3 OSS
- b. 2nd offense: 3-5 OSS
- c. 3rd offense: 5-10 OSS, pending expulsion

R. **Theft:** A student shall not take, attempt to take, acquire, or be in possession of property belonging to the school or private property belonging to another student, teacher, visitor, businesses, vendors, or employee of the school district without the consent of the owner.

- a. 1st offense: ISS, possible 1 OSS
- b. 2nd offense: 1-3 OSS
- c. 3rd offense: 3-10 OSS, possible expulsion

S. **Unacceptable Behavior:** A student shall not exhibit any behavior deemed unacceptable by a prudent individual. Repeated disobedience, repeated and flagrant violation of the code of conduct, and disruption to the educational process will not be tolerated.

- a. 1st offense: 1-2 detentions, possible ISS
- b. 2nd offense: ISS, possible OSS
- c. 3rd offense: 3-10 OSS, possible expulsion

T. **Unauthorized Area:** A student shall not be in any area of the school without proper authorization from school personnel. Including in locker(s) not assigned to said student.

- a. 1st offense: detention
- b. 2nd offense: ISS
- c. 3rd offense: 1-3 OSS
- d. 4th offense: 5 OSS



U. **Unauthorized Entry:** A student shall not enter a school building or other board of education owned or leased facility that has been locked and secured from student and public use without administrative consent.

- a. 1st offense: 5 OSS
- b. 2nd offense: 10 OSS, pending expulsion

V. **Unauthorized Digital/Media Recording:** A student shall not create or be in possession of any digital, still, or other recording of an event, conversation, or image of another student or staff member without the explicit permission of the student or staff member.

- a. 1st offense: 2 ISS
- b. 2nd offense: 1-3 OSS
- c. 3rd offense: 3-10 OSS, possible expulsion

W. **Verbal Altercation:** Students shall not engage in a verbal altercation with any student, school building visitor or employee of the Windham Board of Education. Such actions are counter-productive to the educational process and may further escalate into a physical altercation. Students must attend a mediation session with guidance counselor/administration.

- a. 1st offense: 1-2 detentions, possible ISS
- b. 2nd offense: ISS, possible OSS
- c. 3rd offense: 1-3 OSS
- d. 4th offense: 5 OSS

SOME SPECIFIC VIOLATIONS:

**1. BUS MISCONDUCT:**

- a. 1st offense: warning
- b. 2nd offense: 1-3 day bus suspension
- c. 3rd offense: 3-5 day bus suspension
- d. 4th offense: 5-10 day bus suspension, pending bus expulsion

Note: Student can be suspended from school also.

**2. CELL PHONES:** Cell Phones are not permitted in the classroom unless permission is given by the teacher.

- a. 1st offense: Verbal Warning
- b. 2nd offense: Removal of cell phone for remainder of the day
- c. 3rd offense: Removal of cell phone until parent retrieves phone.
- d. 4th-6th offense: Removal of cell phone until parent retrieves and 2 detentions
- e. 7th-9th offense: Removal of cell phone until parent retrieves and 1-3 ISS
- f. 10th offense: Removal of cell phone until parent retrieves and 1-3 OSS
- g. 11th offense: Cell phone is banned and face to face meeting with parent will take place.

**3. CHEATING/PLAGIARISM:**

- a. 1st offense: teacher discretion
- b. 2nd offense: 3 detentions, possible ISS
- c. 3rd offense: 1-3 OSS
- d. 4th offense: 5 OSS

**4. CUTTING CLASS:**

Note: more than 10 minutes late without a pass\*

- a. 1st offense: 1-2 detentions
- b. 2nd offense: ISS
- c. 3rd offense: 1-3 OSS
- d. 4th offense: 5-10 OSS

**5. DETENTION DISRUPTIONS:**

- a. 1st offense: removal from detention, ISS
- b. 2nd offense: removal from detention, 2 ISS
- c. 3rd offense: removal from detention, 1-3 OSS
- d. 4th offense: removal from detention, 5 OSS

**6. DRESS CODE:**

- a. 1st offense: parent brings in change of clothes
- b. 2nd offense: parent brings in change of clothes, verbal warning
- c. 3rd offense: parent brings in change of clothes, detention
- d. 4th offense: parent brings in change of clothes, ISS

**7. GANGS:**

Note: No gang insignia may be worn or carried by a 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 have come to represent a gang.
- d. Students in violation of this regulation may be immediately ejected from school grounds until such time the offensive insignia is removed. Students may return to school grounds only if accompanied by a 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.

**8. ISS DISRUPTIONS:**

- a. 1st offense: removal from ISS, 1 OSS
- b. 2nd offense: removal from ISS, 1-3 OSS
- c. 3rd offense: removal from ISS, 5 OSS
- d. 4th offense: removal from ISS, 10 OSS, pending expulsion

**9. PUBLIC DISPLAY OF AFFECTION**

- a. 1st offense: verbal warning
- b. 2nd offense: 1 detention
- c. 3rd offense: 2 detentions
- d. 4th offense: ISS/Possible OSS

**10. POSSESSION OF LIGHTERS/MATCHES**

Minor (student has it in their possession but does not intend to use it: may have accidentally brought it)

- a. 1st offense: 2-3 detentions, possible ISS
- b. 2nd offense: 1-2 ISS
- c. 3rd offense: 1-3 OSS

Major (Student possesses and either intends to use or did use)

a. 1st offense: 10 OSS, pending expulsion

**11. UNAUTHORIZED PUBLICATION AND/OR DISTRIBUTION OF MATERIALS**

a. 1st offense: ISS

b. 2nd offense: 1-3 OSS

c. 3rd offense: 3-10 OSS, possible expulsion

**12. TOBACCO/VAPING(JUUL)/E-CIG**

a. 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 lots.

- 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 in his/her possession or be within easy access to sell, give away, transmit, or conceal any tobacco products, matches, or lighters.

a. 1st offense: 3 days ISS

b. 2nd offense: 1-3 OSS

c. 3rd offense: 4-6 OSS, possible expulsion

**13. SUBSTANCE ABUSE:**

**Sale and/or distribution of chemical substances:**

Note: the following actions will be taken on a finding that there is 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. 1st offense: automatic 10 OSS/ automatic referral for expulsion with no credit/ referral to proper law authorities/ principal will meet with the student and parent(s)/guardian(s) and recommend to them that the student attend an intervention program.

b. 2nd offense: automatic referral to superintendent for expulsion with no credit/ referral to proper law authorities.

**Use/Possession**

Note: 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. 1st offense: automatic 10 OSS/ automatic referral for expulsion with no credit/ referral to the proper law authorities/ principal will meet with the student and parent(s)/guardian(s) and recommend to them that the student attend an intervention program.

b. 2nd offense: immediate suspension with automatic referral to the superintendent for expulsion/ referral to the proper law authorities.

**14. TARDY TO SCHOOL: PER GRADE PERIOD:**

Note: first two tardies will be verbal warnings- any student not being warned once or twice per grade period can carry those warnings over to the next grade period.

- 4 to 6 = 1-detentions

- 7-9 = 2 detention

- 10+=ISS

**15. TARDY TO CLASS:**

Note: this process is revised at the beginning of each grade period.

- 1st and 2nd tardy = verbal warning from teacher

- 3rd = detention issued by teacher

- 4th and above = office referral where administrator reserves the right to assign detention/ISS/OSS