



2021-2022

Katherine Thomas
Elementary

Student Handbook

WELCOME

Dear Students, Parents, and Guardians:

Welcome to the 2021-2022 school year for Katherine Thomas Elementary. The administrative staff is excited for another productive and successful school year.

The mission of the Windham Schools is to foster pride, achievement, social responsibility, and perseverance among students. Time invested at Katherine Thomas Elementary School is a valuable educational experience that provides skills, social development and opportunities for growth through academics, clubs, with hopes to produce well-rounded individuals.

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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2021-2022 School Calendar (also accessible on the school website www.windham-schools.org)

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

Adam Hines, Treasurer/Director of Food Services

~~Zack Burns~~, JR/SR High School Principal

, JR/SR High School Assistant Principal

Melissa Malone, Elementary Principal & Director of Special Services

GUIDANCE

Andrea Strang, KT Elementary 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, 2021. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2021, 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 & 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">● Providing access to resources that meet the demands of each student's individual needs.● Authenticating real world learning experiences will ensure development of higher order thinking skills.● Implementing technology within the student centered learning environment.

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):

Melissa Malone
Principal/Director of Special Services
(330) 326-9800

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

SCHOOL HOURS

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

Arrival	8:15 - 8:40 (supervision begins at 8:15)
Breakfast	8:15 - 8:40
Tardy	8:40
Dismissal	3:15

GRADING PERIODS

1 st grading period:	Aug. 24-Oct. 23	3 rd grading period:	Jan. 19-Mar. 19
2 nd grading period:	Oct. 26-Jan. 15	4 th grading period:	Mar 22-May 27

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.

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.
 - () Students are required to carry identification cards with them at all times in school or on school property.
 - () 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 Katherine Thomas Elementary 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

Elementary

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.

ARRIVAL/DISMISSAL

Procedures

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

Dismissal: Car riders: park in the parking lot, or line up beyond the main entrance north facing. Parents/Guardians are to pick students up by the side entrance of the north end. Students will be sent to meet parent/guardian with adult supervision.

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

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

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

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

Students who have lost items should check the designated lost and found area 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.

BOOK BAGS

Students must use their assigned cubby or bin in their classroom and are encouraged to not bring valuable to school. The school is not responsible for any losses that may occur; however, report all losses to the administration immediately.

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 are prohibited outside the cafeteria, unless packed as a lunch. Bottled water is the only beverage allowed in the labs or classrooms. Disciplinary action will occur to chronic offenders.

Free/Reduced Lunch Program

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

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 at KT Elementary 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 KT Elementary 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 not use the above items between 8:15 a.m. and 3:15 p.m. for phone calls without permission.
- B. These items may not be used during any class period without the explicit permission from the classroom teacher.

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

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

Grades PK-4

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

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

GRADING PERIODS

Students will receive a report card at the end of each 9 week period indicating their level of competence for each standard that has been covered. KT utilizes a Standards Based Report Card.

Each number indicates a level of understanding:

- 1: student beginning to understand the standard
- 2: student more secure in understanding the standard
- 3: student understand the standard
- 4: student demonstrates understanding of the standard and can extend upon it.

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

PROMOTION, ACCELERATION, AND RETENTION

THIRD GRADE READING GUARANTEE

All students entering the third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade.

In accordance with State law, the Superintendent shall develop a program for the annual assessment of the reading skills of each student at the end of first, second, and third grade, and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level.

The Educational Service Center shall provide intervention services to students whose assessments show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level.

Definitions

"On track" means any student who is reading at grade level based on previous end of year standards expectations by September 30th.

"Not on track" means any student who is not reading at grade level based on previous end of year standards expectations by September 30th.

Assessment of Reading Skills Program

- A. Diagnostic assessments in reading, as approved by the Ohio Department of Education (ODE), shall be given by September 30th of each year for students in kindergarten through Grade 3, with the following exceptions:
 1. Students excused under division (C) of section 3301.0711 of the Revised Code.
 2. Significant cognitive disabilities or other disabilities as authorized by ODE on a case-by-case basis.

For kindergarten students, the kindergarten readiness assessment may be administered not earlier than four (4) weeks prior to the start of school and not later than September 30th. For students enrolled in first, second, or third grade, the diagnostic assessments in reading shall be administered at least once annually.

The Center shall administer each applicable diagnostic assessment to any student who transfers into the Center or into a new school within the Center who did not take a diagnostic assessment at the previous school during the current school year, unless the student is excused from taking the assessment as provided for in the preceding paragraph. The diagnostic assessment(s) shall be administered within thirty (30) days of transfer.

After the administration of any diagnostic assessment, the Center shall provide to each student's parent a copy of the student's completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment. The preceding documents and information shall be included in any reading improvement and monitoring plan(s) developed with respect to the student. The Center shall also submit to the ODE the results of the diagnostic assessments administered pursuant to this section.

- B. Diagnostic assessment results shall be translated to ODE's definitions of "on track" and "not on track". The Center shall make the final determination regarding whether a student is "on track" or "not on track".

- C. If the diagnostic assessment shows that a student is "not on track" to be reading at grade level by the end of the year, the parent will be notified, in writing, of the following:
 - 1. that the school has identified the student as having a substantial deficiency in reading

 - 2. a description of current services provided to the student

 - 3. a description of proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency

 - 4. that the statutorily prescribed assessment is not the sole determinant of promotion and that additional evaluations and assessments are available to the student to assist parents and the Center in knowing when a student is reading at or above grade level and ready for promotion, and

5. that the student will be retained in the third grade if s/he does not attain a score in the statutorily prescribed level on the third grade English Language arts assessment, unless the student is exempt as delineated below.

D. For each student identified to be "not on track", the Center shall:

1. provide intensive reading intervention services and regular diagnostic assessments immediately following identification of a reading deficiency until the development of a reading improvement and monitoring plan;

The intervention services shall include research-based reading strategies that have been shown to be successful in improving reading among low-performing readers and instruction targeted to the student's identified reading deficiencies.

2. develop a reading improvement and monitoring plan within sixty (60) days of learning of the reading deficiency;

The Center shall involve the student's parent/guardian and classroom teacher in developing the plan.

3. assign a teacher who has at least one (1) year of teaching experience and satisfies one or more of the following criteria:
 - a. holds a reading endorsement and has attained a passing score on the corresponding assessment, as applicable
 - b. has obtained a master's degree with a major in reading
 - c. was rated "most effective" for reading instruction consecutively for the most recent two (2) years based on assessments of student growth measures developed by a vendor and that is on the list of State Board-approved student assessments

- d. was rated "above expected value added," in reading instruction, as determined by criteria established by the ODE, for the most recent consecutive two (2) years
- e. has earned a passing score on a State Board-approved rigorous test of principles of scientifically research-based reading instruction
- f. holds an educator license for teaching grades pre-kindergarten through three (pre-K-3) or four through nine (4-9) issued on or after July 1, 2017

For a student who enters third grade for the first time on or after July 1, 2013, the Center may alternatively assign a teacher with less than one (1) year of teaching experience provided the teacher meets at least one (1) of the criteria (a-f) set forth above and the teacher is assigned a qualified teacher mentor. The student may receive reading intervention or remediation services from an duly licensed speech-language pathologist.

Additionally, a student who enters third grade for the first time on or after July 1, 2013, but prior to July 1, 2016, may be assigned a teacher who holds an ODE-approved alternative credential or has successfully completed ODE-approved training that is based on principles of scientifically research-based reading instruction.

Finally, nothing in this Policy shall prevent a teacher, other than a student's classroom teacher (i.e., teacher of record), from providing the requisite reading intervention or remediation services to the student, so long as the assigned teacher has at least one (1) year of teaching experience, satisfies at least one (1) of the criteria (a-f) set forth above, and both the classroom teacher and the building principal agree to the assignment. Such an assignment must be documented in the student's reading improvement and monitoring plan.

Reading Improvement and Monitoring Plan

The reading improvement and monitoring plan developed for students identified as "not on track" shall include:

- A. identification of the student's specific reading deficiency;
- B. a description of proposed supplemental instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
- C. opportunities for the student's parent/guardian to be involved in the instructional services;
- D. a process to monitor the implementation of the student's instructional services;
- E. a reading curriculum during regular school hours that assists students to read at grade level, provides scientifically based and reliable assessments, and provides initial and ongoing analysis of each student's reading progress; and
- F. a statement that if the student does not attain at least the equivalent level of achievement pursuant to R.C. 3301.0710(A), the student may be retained in third grade.

Such intervention or remediation services shall include intensive, explicit, systematic instruction, and instruction in phonetics pursuant to rules adopted by the State Board of Education.

Reporting Requirements

All assessment results and determinations shall be compiled and maintained by the Center. The Center shall comply with all reporting requirements of Ohio's Third Grade Reading Guarantee.

Promotion/Retention

For any student who enters third grade prior to July 1, 2013, and does not attain at least the equivalent level of achievement designated by R.C. 3301.0170(A)(3) on the third-grade reading achievement test, unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C), the Center shall do one of the following:

- A. promote the student to fourth grade if the student's principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared to be promoted to the fourth grade;

- B. promote the student to fourth grade, but provide the student with "intensive" intervention services in fourth grade; or
- C. retain the student in the third grade.

For any student who does not attain by the end of the third grade at least a score in the range designated by statute in the reading test prescribed under R.C. 3301.0710(A)(2)(c), the Center shall offer intensive remediation services during the summer following third grade.

Beginning with students who enter the third grade in the 2013-2014 school year, no student shall be promoted to the fourth grade who does not attain at least the equivalent level of achievement designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C) or one (1) of the following applies:

- A. the student is limited English proficient student who has been enrolled in United States schools for less than three (3) full school years and has had less than three (3) years of instruction in an English as a second language program; or
- B. the student is a child with a disability entitled to special education and related services under R. C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under State law; or
- C. the student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education (ODE); or
- D. all of the following apply:
 - 1. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323.
 - 2. The student has taken the third grade English language arts achievement assessment, as prescribed.
 - 3. The student's IEP or Section 504 Plan shows that the student has received intensive remediation in reading for two (2) school years, but still demonstrates a deficiency in reading.

4. The student previously was retained in any of grades kindergarten to three.

or

- E. the student received intensive remediation for reading for two (2) school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Any such student shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low-performing readers.

A student retained under the provisions of the Third Grade Reading Guarantee and this policy shall be considered for mid-year promotion if that student demonstrates that s/he is reading at or above grade level, in accordance with the provisions of Policy [5410](#) – Promotion, Academic Acceleration, Placement, and Retention. Such action shall be considered in consultation with the parent/guardian and the Student Intervention Team and with the concurrence of the building administrator.

Intensive Remediation Services

Remediation services for students on reading improvement and monitoring plans shall be research-based reading strategies that have been shown to be successful in improving reading among low-performing readers.

If a student is retained by the Third Grade Reading Guarantee, the student must be provided intense remediation services until s/he is able to read at grade level. The remediation services must include intense interventions and consist of at least ninety (90) minutes of reading instruction daily.

The Center shall provide the option for students to receive reading intervention services from one or more providers other than the Center. Both the Center and ODE have the authority to screen and approve such providers.

Interventions for students who have been retained may include:

- A. small group instruction;
- B. reduced student-teacher ratios;
- C. more frequent progress monitoring;
- D. tutoring or mentoring;

- E. transition classes containing third and fourth grade students;
- F. summer reading camp; or
- G. extended school day, week, or year.

Intensive remediation services shall be targeted to the student's identified reading deficiency.

This policy shall be reviewed and updated periodically as necessary.

Nothing in this policy shall prevent the Center from assigning a teacher to teach reading to any student who is an English language learner, and has been in the United States for three (3) years or less, or to a student who has an individualized education program ("IEP"), if that teacher holds an ODE-approved alternative credential or has successfully completed ODE-approved training that is based on principles of scientifically research-based reading instruction.

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.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment .

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.

FIELD TRIPS

The staff and administration of Katherine Thomas Elementary recognizes 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.

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 e-mail 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 Web sites or MySpace 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 defect. 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 purpose. ()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. **Students who have unexcused absences will receive a 1% reduction of each final grade per unexcused absence.**

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

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 8:50 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. **(acceptable excuses are: personal illness, illness in family, death of close relative, observance of religious holidays, and family emergency- administration's judgment)**

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.

REFERRAL TO PORTAGE COUNTY JUVENILE COURT-DIVERSION SERVICES

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

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

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

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

ATTENDANCE RELATED RULES AND PROCEDURES

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.

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.

KATHERINE THOMAS BEHAVIOR EXPECTATIONS

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

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

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

	P Prepared	R Respect	I Integrity	D Demonstrate Safety	E Excellence
Classroom	<ul style="list-style-type: none"> · All materials ready. · Pencils sharpened before class begins. · Prepared to learn. 	<ul style="list-style-type: none"> · Follow instructions from all adults. · Use kind words. · Raise your hand and wait to be called on. · Listen attentively. · Keep hands, feet, and other objects to yourself 	<ul style="list-style-type: none"> · Complete assignments to the best of your capabilities. · Follow classroom rules. · Always do your best. 	<ul style="list-style-type: none"> · Use walking feet. · Keep your hands, feet, and other objects to yourself. · Use materials appropriately. 	<ul style="list-style-type: none"> · Always do your best. · Keep personal space clean. · Work cooperatively.
Hallways	<ul style="list-style-type: none"> · Always carry a hall pass. 	<ul style="list-style-type: none"> · Follow instructions from all adults. · Travel silently while class is in session. · Walk on the second block on the right side of the hallway. · Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> · Always use walking feet. · Travel silently. · Pick up your feet when walking. · Get to a destination quickly. 	<ul style="list-style-type: none"> · Keep hands and feet to yourself. · Walk with your eyes forward. 	<ul style="list-style-type: none"> · Travel silently · Always use walking feet.

Restroom	<ul style="list-style-type: none"> Always carry a restroom pass. 	<ul style="list-style-type: none"> Follow instructions from all adults. Give each other privacy. Keep the restroom clean. 	<ul style="list-style-type: none"> Flush Put paper towels in the trash can. Wash your hands with soap and water. 	<ul style="list-style-type: none"> Keep water off the Floor. Wash your hands with soap and water. Report serious problems to an adult. 	<ul style="list-style-type: none"> 2 pumps of soap and 1,2,3 save a Tree. Use restroom for appropriate reasons. Keep voices off.
	P Prepared	R Respect	I Integrity	D Demonstrate Safety	E Excellence
Cafeteria	<ul style="list-style-type: none"> Know your lunch number. Bring all items needed for lunch. 	<ul style="list-style-type: none"> Follow instructions from all adults. Use table manners. Use appropriate language. Communicate using inside voices. 	<ul style="list-style-type: none"> Use table manners. Stay seated the entire time. 	<ul style="list-style-type: none"> Sit on your bottom facing forward with feet under the table. Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> Keep your area clean. Dispose of your trash properly.
Recess	<ul style="list-style-type: none"> Wear appropriate clothing and footwear for the weather. Wear only closed-toed shoes. 	<ul style="list-style-type: none"> Follow instructions from all adults. Everyone can play. Keep your hands and feet to yourself. Use kind words. 	<ul style="list-style-type: none"> Demonstrate good sportsmanship. 	<ul style="list-style-type: none"> Use equipment appropriately. Demonstrate good sportsmanship. 	<ul style="list-style-type: none"> Everyone can play. Demonstrate good sportsmanship. Line up promptly in a single-file line.
Bus	<ul style="list-style-type: none"> All materials in backpack, zipped and on your back. Put your coat on before leaving the classroom. 	<ul style="list-style-type: none"> Follow instructions from all adults. Use quiet voices. Use kind words. Take care of the bus. Keep hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> Sit on your bottom, facing forward with feet on the floor. Keep all items in your backpack. 	<ul style="list-style-type: none"> Sit on your bottom, facing forward with feet on the floor. Use quiet voices. Walk to and from the bus. Keep the aisle clear. 	<ul style="list-style-type: none"> Keep the bus clean. Use appropriate language.

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 they 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.

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.

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. 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.

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 disrupt 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 - 3 Days of Out-Of-School Suspension and referral to local law enforcement and health department.
3. 3rd Offense - 5 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.

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.