



2026-2027
KATHERINE THOMAS
ELEMENTARY
STUDENT HANDBOOK

WELCOME

Dear Students, Parents, and Guardians:

Welcome to the 2026-2027 school year for Katherine Thomas Elementary. The administrative staff is excited for another productive and successful school year.

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

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

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

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

This handbook, in addition to the student code of conduct, provides a basic guideline of the school rules and regulations, and expectations for student behavior. Please take time to review this handbook and become acclimated with the expectations for the students at Katherine Thomas Elementary.

TABLE OF CONTENTS

Topic	Page
School Calendar	Pg. 7
Administrative Staff	Pg. 8
Board of Education	Pg. 8
Fight Song & Alma Mater	Pg. 8
Mission & Vision	Pg. 9
Replacement Statement	Pg. 9
Equal Education Opportunity	Pg. 9
School Day/Grading Periods	Pg. 10
Student Responsibilities	Pg. 11
Student Well Being	Pg. 11
Safety and Security	Pg. 11
Surveillance and Student Privacy	Pg. 12
Handbook Review and Approval	Pg. 12
 Section I - General Information	
Student Enrollment	Pg. 12
Change of Information	Pg. 12
Custody Records	Pg. 13
Scheduling And Assignment	Pg. 13
Arrival/Dismissal	Pg. 13
Withdrawal/Transfer from school	Pg. 13
Immunizations	Pg. 14
Emergency Medical Authorization	Pg. 14
Use of Medications	Pg. 14-15
Nonprescribed (Over the Counter) medications	Pg. 15
Control of Casual-Contact Communicable Disease	Pg. 16
Control of Noncasual-Contact Communicable Diseases	Pg. 16
Control of Blood-Borne Pathogens	Pg. 16-17
Students with Disabilities	Pg. 17-18
Homeless Students	Pg. 18
Children and Youth in Foster Care	Pg. 18
Student Records	Pg. 18
Student Fees and Fines	Pg. 19
Student Valuables	Pg. 19
Lost and Found	Pg. 19
Bookbags	Pg. 19
Lunch Procedure	Pg. 19-20
Emergency Drills	Pg. 20
Emergency Closing	Pg. 20
Visitors	Pg. 20
Windham Police	Pg. 21
School Telephones	Pg. 21
Chromebook/Technology Policy	Pg. 21

TABLE OF CONTENTS

Topic	Page
Filming in School	Pg. 21
Use of School Equipment and Facilities	Pg. 21
Distribution of Material	Pg. 22
Student Publications	Pg. 22
 Section II - Academics	
Grading Policy	Pg. 22
Promotion, Acceleration and Retention	Pg. 22
Homework	Pg. 22
Student Assessment	Pg. 23
Field Trips	Pg. 23
Computer Technology and Networks	Pg. 23-28
 Section III - Attendance	
Attendance Procedures	Pg. 28
Unexcused Absences Defined	Pg. 28
Students Absent from School Procedure	Pg. 28
School Attendance Procedure	Pg. 29
Extended Medical Leave	Pg. 29
Advanced Request for Absence	Pg. 29
Tardy to School	Pg. 29-30
Referral to Portage County Juvenile Court	Pg. 30
Attendance Related Rules and Procedures	Pg. 30
SRO (School Resource Officer)	Pg. 31
 Section IV - Student Conduct	
Code of Conduct	Pg. 31
Dress Code	Pg. 31-32
Disciplinary Actions	Pg. 32
Search and Seizure	Pg. 32
Emergency Removal	Pg. 33
Detentions	Pg. 34
Due Process	Pg. 34
In School Suspension	Pg. 34
Out of School Suspension	Pg. 34
Expulsion	Pg. 35
Violations	Pg. 35-38
Tobacco/Nicotine Violations	Pg. 38-39
Student Substance Abuse Policy	Pg. 39
Substance Use, Abuse, and Intervention	Pg. 39-40
Dance Regulations	Pg. 40
Cell Phone/Headphones/Glasses/Other Devices Policy	Pg. 40

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Section V - Transportation	
Bus Transportation and Procedures	Pg. 41-42
Video Recordings on School Buses	Pg. 42
PBIS Elementary Matrix	Pg. 42
Discipline Rubric	Pg. 43-46

2026-2027**School Calendar** (also accessible on the school website www.windham-schools.org)

Windham Exempted Village Schools 2026-2027 School Calendar																																																							
July 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>							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							
S	M	T	W	T	F	S																																																	
				1	2	3																																																	
4	5	6	7	8	9	10																																																	
11	12	13	14	15	16	17																																																	
18	19	20	21	22	23	24																																																	
25	26	27	28	29	30	31																																																	
August 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
S	M	T	W	T	F	S																																																	
						1																																																	
2	3	4	5	6	7	8																																																	
9	10	11	12	13	14	15																																																	
16	17	18	19	20	21	22																																																	
23	24	25	26	27	28	29																																																	
30	31																																																						
September 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
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																																																						
October 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
S	M	T	W	T	F	S																																																	
						1																																																	
2	3	4	5	6	7	8																																																	
9	10	11	12	13	14	15																																																	
16	17	18	19	20	21	22																																																	
23	24	25	26	27	28	29																																																	
30	31																																																						
November 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
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																																																						
December 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
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																																																						
January 2027 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
S	M	T	W	T	F	S																																																	
						1																																																	
2	3	4	5	6	7	8																																																	
9	10	11	12	13	14	15																																																	
16	17	18	19	20	21	22																																																	
23	24	25	26	27	28	29																																																	
30	31																																																						
February 2027 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
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																																																						
March 2027 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
S	M	T	W	T	F	S																																																	
						1																																																	
2	3	4	5	6	7	8																																																	
9	10	11	12	13	14	15																																																	
16	17	18	19	20	21	22																																																	
23	24	25	26	27	28	29																																																	
30	31																																																						
April 2027 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
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																																																						
May 2027 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
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 2027 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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					
S	M	T	W	T	F	S																																																	
						1																																																	
2	3	4	5	6	7	8																																																	
9	10	11	12	13	14	15																																																	
16	17	18	19	20	21	22																																																	
23	24	25	26	27	28	29																																																	
30	31																																																						
AUGUST 24-26- All Staff Inservice/Workday - No School for Students 27 - JH/HS Open House 4:00 pm/KT 5:00 pm 28 - Convocation (8:30-10:30) 31- Students First Day																																																							
SEPTEMBER 7 - Labor Day - No School																																																							
OCTOBER 9-NEOE Day - No School for Students and Teachers 30-End of 1st Grading Period (43)																																																							
NOVEMBER 2 - Start of 2nd Grading Period 12 - Parent-Teacher Conferences 13 - No School for Students and Teachers 25,26,27,30- Thanksgiving Holiday																																																							
DECEMBER 21-31- Winter Break - No School																																																							
JANUARY 1- Winter Break - No School for Students and Teachers 14- End of 2nd Grading Period (40) 15 - Teacher Day Only/PD/Records 18 - Martin Luther King Day - No School 19 - Start of 3rd Grading Period																																																							
FEBRUARY 15 - Presidents' Day - No School																																																							
MARCH 19 - End of 3rd Grading Period (43) 22 - Start of 4th Grading Period 26-31- Spring Break - No School for Students and Teachers																																																							
APRIL 1-2 - Spring Break - No School for Students and Teachers																																																							
MAY 28 - Students' Last Day/End of 4th Grading Period (44) 23 - High School Graduation 31- Memorial Day - No School																																																							
JUNE 1 - Staff Last Day/Records Day Pink - PD/Records Day Blue - PD Days Tan - No School Green - First Student Day Red - Last Student Day																																																							

ADMINISTRATIVE STAFF

Mike Dobran, Superintendent

Todd Puster, Treasurer

Tom Hickman, Director of Food Services

Zack Burns, JR/SR High School Principal

Katie Bandiera, JR/SR High School Assistant Principal & Director of Special Services

Regan Weiss, Elementary Principal

GUIDANCE

Karie Brown, JR/SR High Guidance

Lance Batton, KT School Counselor

ATHLETICS

Dougle Hankins, Director of Athletics

Zack Burns, Assistant Director of Athletics

BOARD OF EDUCATION

Melissa Knight, President

Ted St. John, Vice President

Mandy Minnick, Board Representative

Sarah Dye, Board Representative

Megan Fisher, Board Representative

WINDHAM HIGH SCHOOL FIGHT SONG

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

WINDHAM HIGH SCHOOL ALMA MATER

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

<u>Mission</u>	<u>Vision</u>
The mission of the Windham Exempted Village Schools is to build a school community that has perseverance, integrity and the motivation to achieve success.	We will develop resourceful, adaptable, lifelong learners who will be prepared for future opportunities.

Replacement Statement

This Handbook replaces all prior handbooks and other written material on the same subject. This Handbook does not create a contract between the school and the students and/or parent, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current board policies and administrative guidelines are available on the District's website.

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):

Regan Weiss
Principal
(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 DAY

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 8:40 am. Dismissal begins at 3:15 pm.

Arrival: 8:15 am - 8:40 am

Breakfast: 8:15 am - 8:40 am

Tardy: 8:40 am

Specials: 1:20 pm - 2:00 pm/2:05 pm - 2:45 pm

Dismissal: 3:15 pm

GRADING PERIODS

1st grading period: Aug. 31-Oct. 30

2nd grading period: Nov. 2-Jan. 14

3rd grading period: Jan. 19-Mar. 19

4th grading period: Mar. 22-May 28

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.

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. Parents/Guardians are prohibited from viewing school video due to FERPA laws.

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. Birth Certificate
2. Social security card
3. Proof of residence
4. Custody papers (if applicable)
5. Immunization
6. Records (if applicable)
7. IEP/ETR/504 Documents (if applicable)

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

CUSTODY RECORDS

When any court has ruled on child custody, Ohio law requires parents/guardians to provide copies of the most recent custody orders to the school. Changes in address, phone numbers, or emergency numbers should be reported to the school immediately.

SCHEDULING AND ASSIGNMENT

Elementary

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

ARRIVAL/DISMISSAL

Arrival: Doors will open at 8:15 am.

- **Morning** drop off: use the single file car rider line to drop off your student at the far door facing the turnpike. Staff members will be present starting at 8:15 am.
 - **DO NOT PARK in the BUS LANE or in the PARKING LOT**
- **Bus** riders will be dropped off at the front doors. Staff members will be present starting at 8:15 am.

Dismissal: School dismisses at 3:15 pm.

- **Afternoon** pick up: use the single file car rider line with your car number visible to pick up your student at the far door facing the turnpike. Staff will walk students out.
 - **DO NOT PARK in the BUS LANE or in the PARKING LOT**
- **Bus** riders will be picked up at the front doors beginning at 3:15 pm.

NOTE: If your child will be a car rider at any point during the year, please sign up for a Car Number to be displayed at pick up.

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 must let the office know in advance, if possible, and wait outside. If the child is being picked up after school only to go home, the parent/guardian must wait in the pick up line until school is dismissed.

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.

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 clinic 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 nurse 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 nurse 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 nurse 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 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 nurse 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.

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 Americans 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 Education Director at (330) 326-2711 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 the Superintendent at (330) 326-2711.

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/technology 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, technology, 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. Unclaimed items will be given to charity at the close of the school year.

BOOKBAGS

Students are assigned and must use a cubby or bin in their classroom for their belongings. This cubby or bin is designated by the classroom teacher. Students are encouraged to not bring valuables or toys 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 is prohibited outside the cafeteria until 8:40 AM for the purposes of breakfast. Exceptions can be made by administration for medical issues. Lunches are to be kept in the student's cubby or bin. Water bottles are permitted in the classroom but this privilege can be taken away by administrators at their discretion. Disciplinary action will occur to chronic offenders. Administration has the right to inspect food and drink at their discretion.

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 text message or phone 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

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

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

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.

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.

FILMING IN SCHOOL

Students are prohibited from filming during the school day unless given permission. Filming an event that results in disciplinary action will also result in disciplinary action for the student filming the event.

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

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.

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. (student demonstrates understanding of the standard and can extend upon it)

3 - The student has met expectations for the targeted grade level standards. (student understands the standard)

2 - The student is inconsistent and needs support to meet targeted grade level standards. (student is more secure in understanding the standard)

1 - The student demonstrates insufficient performance of targeted grade level standards with support. (student beginning to understand the standard)

PROMOTION, ACCELERATION, AND RETENTION

THIRD GRADE READING GUARANTEE

The link below has information a parent/guardian would need concerning the Third Grade Reading Guarantee.

<https://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee>

HOMEWORK

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

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

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.

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

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail,

cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or Social Media Accounts including but not limited to Facebook, Instagram, Snapchat, Twitter, and TikTok accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.” For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

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

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

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory Attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on

commercial web sites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you “meet” on-line without parent approval and participation.
 8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District’s Technology Protection Measure. Students must immediately notify the teacher, principal, or school resource officer if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board’s hard drives is prohibited, without prior approval from the Superintendent. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or “Listserves”.
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In

order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defects. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes. The following hierarchy will prevail in governing access to the Network:
 - 1. Class work, assigned and supervised by a staff member.
 - 2. Class work, specifically assigned but independently conducted.
 - 3. Personal correspondence (checking, composing, and sending email).
 - 4. Training (use of such programs as keyboarding tutors, etc.)
 - 5. Personal discovery ("surfing the Internet").

6. Other uses – access to resources for “other uses” may be further limited during the school day at the discretion of the principal.
- 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.”

UNEXCUSED ABSENCES DEFINED:

1. Any absence not excused by state law.
2. Any absence for which a student or parent fails to notify the school.

STUDENTS ABSENT FROM SCHOOL PROCEDURE

1. The parent must call the school, (330) 326-9800 before 8:40 a.m. to report the student’s absence. Attendance personnel will make daily reasonable efforts to contact all homes that do not comply with the required call.
2. The student must bring a note written by the parent/guardian stating the specific date or dates and the reason for absence.

Acceptable excuses are:

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

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

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. **Ohio law states: Irregular attendance is considered 30 or more consecutive school hours missed in a year, 42 or more hours in one school month, and 72 or more hours in a school year.** Parents/Guardians will be contacted when irregular patterns are forming and required to meet with the school administration to implement an intervention attendance plan for the student(s).

EXTENDED MEDICAL LEAVE ABSENCES

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

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

The awarding of academic credit is directly related to regular class attendance.

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

ADVANCED REQUEST FOR ABSENCE/ VACATION ABSENCES

It is highly advised for students not to miss school for an extended period of time during the school year. If it is necessary for a student to miss school, the student must pick up an advanced request for an absence form from the attendance office. **These slips must be submitted at least 1 week in advance to the principal.** These requests will be reviewed by the principal and then will either be approved or denied based on academic standing, attendance, and behavior.

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 by 8:45 a.m.
- C. **The only acceptable excuses for tardiness are the same as those for absence (see Item #2).**
- D. Excessive tardiness due to illness may require written confirmation from a doctor that a medical problem exists.
- E. Doctor notes must be resubmitted each semester.

- F. Excessive tardiness will call for discipline. After 3 tardies, students will start to receive disciplinary action per tardy.

3. 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.

4. Falsification of any excuse, or forging of a teacher's or parent's signature shall justify discipline of the student.

5. 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 96 changed the definition of habitual truancy from days missed to house missed- meaning under HB 96, 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.**

SRO (School Resource Officer)

The Windham Exempted Village Schools will utilize the services of a school resource officer. This officer will be used to do home visits when truancy thresholds have been met in accordance with HB96. In addition to truancy visits, the SRO may also conduct home visits for welfare checks when the welfare of a student is in question. Administration can request that the SRO conduct a home visit at any time. This can be due to truancy or any incident deemed worthy by administration. However, home visits for welfare checks may be conducted before truancy thresholds are met.

SECTION IV - STUDENT CONDUCT

CODE OF CONDUCT

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

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

Disciplinary Consequences: **Any progressive disciplinary regimes set forth herein are advisory only. The District reserves the right to implement any disciplinary consequence permitted under law against a student for any violation of this Code of Conduct, as determined appropriate by the District Administration, based upon the severity of the misconduct.**

DRESS CODE GUIDELINES

Violations corrected **prior to entering class** will not count as a dress code offense. Students found in violation of the policy prior to entering class will have an opportunity to correct the dress code violation. Students found in violation of the policy **after entering 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 may be sent home with classwork provided.**

Prohibited:

Student dress or grooming practices that:

- A. Present a hazard to the health or safety of the student or to others in the school;**
- B. Materially interfere with school work, create disorder, or disrupt the educational program;**
- C. Cause excessive wear or damage to school property;**
- D. Prevent the student from achieving the student's educational objectives because of blocked vision or restricted movement.**

Student Dress **Guidelines** include:

1. "Outerwear" must cover "underwear".
2. Clothing must not contain any communication **which would otherwise violate the Code of Conduct**. (e.g. alcohol or drug references, weapon images/references, profanity, gang identifiers, sexual references etc.)
3. Shorts, skirts, and shirts must be of appropriate length, provide adequate coverage, must not be see-through.
4. Sunglasses/face covering must not be worn in the building.
5. Thin strapped tank tops (including spaghetti strap tank tops, halter tops) **are prohibited** - shoulders and bra straps are covered
6. Clothing and/or jewelry that would be hazardous to a student's health or safety and/or disrupt the educational process **are prohibited**.
7. Coats in the classroom or halls, except when entering or exiting the building **are prohibited**. (Exceptions will be granted only by the administration).
8. Shoes must be worn at all times for health and safety reasons
9. Clothing or grooming which present a hazard to the health or safety of the student or to others in the school, materially interfere with school work, create disorder, or disrupt the educational program **are prohibited**.
10. Blankets are not permitted in the building at any time.
11. If a teacher feels headwear causes an educational distraction in their classroom, the student can be asked to remove it.

DISCIPLINARY ACTIONS

Violation of the Code of Conduct may result in **any disciplinary consequence permitted by law, including but not limited to:** 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. (ORC 3313.668 makes it clear that, **as of now**, schools are **prohibited** from issuing **out-of-school suspensions or expulsions** to students in pre-K through third grade **unless** certain exceptions apply such as the following, but are not limited to: Violent or criminal behavior, Immediate safety concerns, etc.)

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 **District** 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. Administration will not notify parents before a search begins.

Video Recorders, Data Storage and Electronic Communication Devices: The District retains the authority to search and access electronic/digital information/data maintained, stored, and/or transmitted on or through District Information & Technology Resources.

EMERGENCY REMOVAL

A student may be removed from **curricular activities** by a teacher **and may be removed from curricular/extracurricular activities or from the school premises** by an administrator. Removal will be based upon a student posing **a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises**. Schools may perform an emergency removal (i.e., removing the student for the remainder of the school day) if there’s an immediate risk, but this is strictly limited to that day. The student must be allowed to return the next school day.

DETENTIONS

Detentions may be granted during lunch and/or recess time, or at the end of day before dismissal. Detentions are at the discretion of the Principal.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

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. Schools *may* still issue in-school suspensions for K–3 students, so long as: it's served in a supervised learning environment and students are allowed to complete missed schoolwork.

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

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

OUT OF SCHOOL SUSPENSION

An out-of-school suspension may be assigned to students who violate the student code of conduct, or school rules depending on the type and seriousness of the offense. **The District Superintendent, principal, or other administrator** may suspend a student from school for up to ten (10) days for any violation of the Code of Conduct. (ORC 3313.668 makes it clear that, **as of now**, schools are **prohibited** from issuing **out-of-school suspensions or expulsions** to students in pre-K through third grade **unless** certain exceptions apply such as the following, but are not limited to: Violent or criminal behavior, Immediate safety concerns, etc.)

When a student is assigned an **out-of-school** 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. Absence from school due to suspension shall be considered an authorized school absence. All work can be made up for full credit.

EXPULSION

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 **the greater of eighty (80) days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place**, 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. (ORC 3313.668 makes it clear that, **as of now**, schools are **prohibited** from issuing **out-of-school suspensions or expulsions** to students in pre-K through third grade **unless** certain exceptions apply such as the following, but are not limited to: Violent or criminal behavior, Immediate safety concerns, etc.)

VIOLATIONS

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function, or event, whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.

- A. **ASSAULT, ASSAULT AND BATTERY**, or threat thereof to any school personnel, other student, or visitor.
- B. **FALSE ALARMS** - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of **ALCOHOLIC BEVERAGES** or **LOW ALCOHOL BEER**, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut, or any **NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE**, including, but not limited to marijuana, hemp, and hemp products, as defined in R.C. 928.01, as well as any counterfeit or "look alike" controlled substance or

any prescription drug or medication which is not in its original container and prescribed for the student.

- E. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
- F. ARSON OR ATTEMPTED ARSON AND RELATED OFFENSES.
- G. POSSESSION, USE, OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
- H. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
- J. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
- K. VIOLATION OF TERMS OF SUSPENSION, EXPULSION, OR OTHER FORMS OF DISCIPLINE.
- L. DAMAGE, DESTRUCTION, DEFACEMENT, OR VANDALISM of school property or private property on school premises (including buses) or at any school.
- M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE, written or verbal, directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
- P. TRUANCY from school, including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- Q. REPEATED TARDINESS to class or school.
- R. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property (including buses) or at any school-sponsored activities.
- S. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- T. FIGHTING among two or more students on school property (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.

- U. The act of EXTORTION from any person on school property (including buses) or at any school-sponsored activity.
- V. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
- W. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
- X. FALSIFYING, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- Y. CHEATING.
- Z. PLAGIARISM.
- AA. TRESPASSING OR LOITERING.
- BB. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.
- CC. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994.” At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army, or Class C common fireworks. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it.
- DD. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- EE. Leaving school property or assigned area prior to specified dismissal time without official permission.
- FF. Open displays of affection between members of the same or opposite sex.
- GG. Unauthorized throwing of any object, including, but not limited to snowballs.
- HH. Commission of an immoral act.
- II. Failure to pay tuition or other approved charges.
- JJ. Violation of state student mandates, including, but not limited to required immunization.

- KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- LL. Violation of school policies pertaining to dress and appearance.
- MM. Misuse of school property.
- NN. Violation of school building or classroom rules, or directives from staff, regarding use of cell phones or other personal communication devices.
- OO. Those acts or violations listed in the permanent exclusion portion of the Board Policy on student disciplinary procedures.
- PP. Violation of any Board Policy governing student conduct.
- QQ. Driving in an unsafe manner on District property.
- RR. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board Policy or state or federal law.
- SS. Any attempts to engage in conduct prohibited by this Policy.
- TT. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- UU. Gang membership and/or gang activity. For purposes of this Policy, a gang is an organization, association, or group of three or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- VV. Violation of any Executive Orders or laws, or policies, rules, regulations, or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to infectious diseases.
- WW. Accessing, possessing, transmitting, distributing, or exhibiting pornographic or obscene materials, or images of human nudity unrelated to the District's curriculum.

TOBACCO/NICOTINE VIOLATIONS

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

(ORC 3313.668 makes it clear that, **as of now**, schools are **prohibited** from issuing **out-of-school suspensions or expulsions** to students in pre-K through third grade **unless** certain exceptions apply such as the following, but are not limited to: Violent or criminal behavior, Immediate safety concerns, etc.)

Additionally, each Vape product will be tested for **controlled substances**. If a positive test is produced, the student **may be disciplined for a controlled substance related violation**.

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.

Any student believed to be under the influence of a **controlled substance/alcohol in violation of the Code of Conduct** 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

(ORC 3313.668 makes it clear that, **as of now**, schools are **prohibited** from issuing **out-of-school suspensions or expulsions** to students in pre-K through third grade **unless** certain exceptions apply such as the following, but are not limited to: Violent or criminal behavior, Immediate safety concerns, etc.)

1. Sale and/or Distribution of Controlled Substances/Alcohol:

First Offense:

The following actions will be taken on a finding that **a student** has been selling, distributing, **or** exchanging **controlled substances** alcohol, counterfeit drugs or anabolic steroids including any as counterfeit. Automatic ten (5-10) days out-of-school suspension or (5-10) days of in-school suspension.

- A. May be referral for expulsion.
- B. Referral to the proper law authorities if necessary.
- C. 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 Controlled Substances/Alcohol:

- A. Automatic referral to superintendent for expulsion.
- B. Referral to proper law authorities.

2. Use/Possession of Controlled Substances/Alcohol

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 **controlled substances** ~~drugs~~/alcohol, anabolic steroids or

counterfeit **drugs, or** 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. Automatic ten (5-10) days out-of-school suspension or (5-10) days of in-school suspension.

- A. Automatic referral for expulsion.
- B. Referral to the proper law authorities.
- C. 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 Controlled Substances/Alcohol:

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

DANCE REGULATIONS

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

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

- 1. Student dances shall be open to all Katherine Thomas Elementary students who must be accompanied by a parent or guardian.
- 2. Grade level for attendance may be regulated by the sponsoring group, i.e., prom, etc.
- 3. Behavior during school sponsored dance events are covered under the guidelines outlined in the Student Handbook.
- 4. 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.

Cell Phone/Headphones/Glasses/Other Devices Policy

Effective from the start of the 25-26 school year, Katherine Thomas Elementary will be implementing a cell phone/electronics ban for our students. This ban will be applicable to ALL students in grades PK-4 who will have no cell phone/electronics usage during the entire school day, unless on a school provided device under the supervision of a school employee. Headphones and/or earbuds are not permitted to be worn unless specifically for educational purposes. This ban will also include all brands of "smart" glasses including but not limited to Meta Glasses and any other devices, such as watches, necklaces, etc, that can be used to record or access AI. If a student violates this policy, their phone/electronic device will be confiscated (no warnings) and a parent must pick up the phone from the respective offices. After the 1st offense, students will begin receiving additional consequences including but not limited to detentions or ISS.

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.

PBIS ELEMENTARY MATRIX

	P Prepared	R Respect	I Integrity	D Demonstrate Safety	E Excellence
Classroom	All personal materials ready Ready to learn	Follow instructions from all adults Actively participate and listen Keep the classroom and your personal space clean Use kind words	Follow classroom procedures Always do your best Be a responsible digital citizen	Use walking feet Keep hands, feet, and other objects to yourself Use materials appropriately Maintain personal space	Communicate with your teacher Work cooperatively Complete assignments to the best of your ability Assist in cleaning your own space
Hallways	Make sure an adult knows where you are going before you leave the classroom	Follow instructions from all adults Travel silently Walk on the second block on the right side of the hallway	Always use walking feet Travel silently Pick up your feet when walking Get to a destination quickly	Keep hands and feet to yourself Walk with your eyes forward Maintain personal space	Travel silently Always use your walking feet
Restroom	Make sure an adult knows where you are going before you leave the classroom	Follow instructions from all adults Give each other privacy Keep the restroom clean	Flush Put paper towels in the trash can Wash your hands with soap and water	Keep water off the floor Wash your hands with soap and water Report serious problems to an adult Maintain personal space	2 pumps of soap and 1,2,3 save a tree Use restroom for appropriate reasons Keep voices off
Cafeteria	Know your lunch number Bring all items needed for lunch	Follow instructions from all adults Use table manners Use appropriate language Communicate with inside voices	Stay seated the entire time.	Sit on your bottom, facing forward with feet under the table. Keep your hands and feet to yourself Wear your mask when not eating or drinking Maintain personal space	Keep your area clean Dispose of your trash properly
Recess	Wear appropriate clothing and footwear Wear closed-toe shoes only	Follow instructions from all adults Include everyone during play Use kind words	Demonstrate good sportsmanship Follow all playground rules Stay in your designated play area	Use equipment appropriately Keep your hands and feet to yourself Maintain personal space	Invite others to play Play by the rules Line up promptly in a single file line
Bus	All materials in backpack, zipped, and on your back Put your coat on before leaving the classroom	Follow instructions from all adults Use quiet voices Use kind words Take care of the bus Keep hands, feet, and other objects to yourself.	Sit on your bottom, facing forward, with feet on the floor Keep all items in your backpack	Keep hands, feet, and other objects to yourself. Use quiet voices Walk to and from the bus Keep the aisle clear Maintain personal space	Keep the bus clean Use appropriate language

DISCIPLINE GUIDELINES

The following guidelines demonstrate the normal flow of discipline concerning each of the disciplinary actions described in this handbook. Administration reserves the right to make all final decisions on discipline issues. The consequence(s) that may be given for the violation of any of the policies below depend upon the severity of the action by the student and may include any of the following: 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. (ORC 3313.668 makes it clear that, **as of now**, schools are **prohibited** from issuing **out-of-school suspensions or expulsions** to students in pre-K through third grade **unless** certain exceptions apply such as the following, but are not limited to: Violent or criminal behavior, Immediate safety concerns, etc.)

Repeated Offences: The discipline of a student will increase if the same policy is violated as long as the violations are similar in nature.

A. **Acceptable Use Policy:** A student shall observe all provisions of the Acceptable Use Policy for Technology uses. All students are required to complete an Acceptable Use Policy form that must be signed by the student and parent/guardian before technology use privileges are granted.

Note: internet/computer/chromebook violations

B. **Bullying or Cyberbullying/abuse.** Students shall not engage in any bullying or abusive behavior including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated in person, through others, on paper, with computers, cellular phones, internet websites, and/or any other electronic device.

Note: if cyber-bullying see "A" above

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

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

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

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

This includes completing work for other student(s)

F. **Disrespect:** A student shall not show disrespect to or intimidate, insult, verbally abuse or abuse in writing, any employee of the board of education, visitor(s), student(s), or himself/herself in school or school sponsored events.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SOME SPECIFIC VIOLATIONS:

1. BUS MISCONDUCT:

Note: Student can be suspended from school also.

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

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

3. CHEATING/PLAGIARISM:

4. CUTTING CLASS:

Note: more than 10 minutes late without a pass*

5. DETENTION DISRUPTIONS:

6. DRESS CODE:

7. GANGS:

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

- a. Jackets, headbands, bandanas, "rags", shirts, or other clothing that have come to be identified with a gang.
- b. Tattoos or other material imprinted on the body which is either intended to be permanent or easily removed.
- c. Medallions or other jewelry which identify gang members or have come to represent a gang.
- d. Students in violation of this regulation may be immediately ejected from school grounds until such time the offensive insignia is removed. Students may return to school grounds only if accompanied by a parent or guardian. Students who refuse to remove or dispose of the insignia will be suspended. A repetition of this offense may result in expulsion.

8. ISS DISRUPTIONS:

9. PUBLIC DISPLAY OF AFFECTION

10. POSSESSION OF LIGHTERS/MATCHES

11. UNAUTHORIZED PUBLICATION AND/OR DISTRIBUTION OF MATERIALS