

Windham High School



Student Handbook 2011-2012

Windham School Board

Chair	Ed Gallagher
Vice Chair	Dr. Bruce Anderson
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Windham SAU #28 Administration

Superintendent	Dr. Henry LaBranche
Assistant Superintendent	
Assistant Superintendent	Amanda Lecaroz
Business Administrator	Adam Steel
Director of Special Services	Tina McCoy
Human Resources Director	Carol St. Pierre
Director of Technology	Terry Bullard

Windham School District Office

19 Haverhill Road
Windham, NH 03087
(603) 425-1976 Phone
(603) 425-1719 Fax
www.windhamsd.org

Windham High School

Principal	Tom Murphy tmurphy@windhamhighschool.org
Assistant Principal	Bob Dawson bdawson@windhamhighschool.org
Athletic Administrator	Bill Raycraft braycraft@windhamhighschool.org (603) 537-2403
Administrator for Special Services	Kelly Mills kmills@windhamhighschool.org (603) 537-2404
Dean of Mathematics and Science	Mary Anderson manderson@windhamhighschool.org
Dean of Humanities	Lisa K. Roeder lroeder@windhamhighschool.org
Dean of Fine Arts	Karen J. Sayward ksayward@windhamhighschool.org
Dean of Guidance	Julie Lichtmann jlichtmann@windhamhighschool.org (603) 537-2402
Dean of Technology	Paul Bencal pbencal@windhamhighschool.org

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Principal's Message

Dear Windham High School Parents and Students,

We are entering an auspicious time in our early history, seeing that it is only our third academic year of operation. Thank you for joining me and the rest of the Windham community as we embark on a monumental rite of passage-the inaugural graduation of the class of 2012, who will be laying the bricks of promise and opportunity for many classes to come.

Before that fateful ceremony in June of next year, there is much to be accomplished from an administrative and academic perspective, yet the development of our collective students is paramount. This student handbook will serve as a guide for the 2011-2012 school year, providing you with contact information, school and district policies, as well as resources that will assist your children as they explore the tremendous venue of academics, athletics, and extracurricular activities at our school.

This upcoming year is most exciting as we welcome back the Class of 2013 and Class of 2014, and open our doors to members of the Class of 2015, thus realizing the vision of four full grades for the first time in our history.

I look forward to the beginning of this third year; truly this is a shared journey as we discover new opportunities and embrace inherent challenges, and move our school along a continuum of contemporary learning in New Hampshire and beyond.

Yours in Education,

Thomas R. Murphy
Principal

Mission Statement

We recognize our students have unique talents, gifts, and challenges. We empower each student to be an active learner who understands the interconnectedness of knowledge. We commit to a safe learning environment of individual responsibility, respectful action, and appreciation of diversity. We engage each student with dynamic instruction enhanced by collaboration, co-curricular opportunities, and 21st century technology. We aspire to be an exemplary school community wherein all students master lifelong skills to succeed as purposeful citizens of Windham and the world.

Expectations for Student Learning

Academic

Students will:

- demonstrate literacy and numeracy across the curriculum
- be critical thinkers who make informed judgments
- read fluently, write expressively, and communicate effectively
- develop problem-solving skills and understand concepts
- demonstrate creative expression and kinesthetic awareness
- integrate 21st century technology into their educational experience

Civic

Students will:

- contribute to the school and the greater community
- understand their responsibilities as citizens in a democracy

Social

Students will:

- exhibit civility
- respect persons and property
- develop cooperative relationships and make sound decisions

WINDHAM SCHOOL DISTRICT CALENDAR

2011-2012

	M	T	W	T	F		M	T	W	T	F
August (1)	TW	TW	31			February (18)			1	2	3
September (21)	X	6	7	8	9	6	7	8	9	10	
	12	13	14	15	16	13	14	15	16	17	
	19	20	21	22	23	ER	21	22	23	24	
	26	27	28	29	30	X	X	X			
October (20)	3	4	5	6	ER	March (19)				X	X
	X	11	12	13	14	5	TW	7	8	9	
	17	18	19	20	21	12	13	14	15	16	
	24	25	26	27	28	19	20	21	22	23	
	31					26	27	28	29	30	
November (18)		1	2	3	4	April (16)				ER	6
	7	TW	9	10	X	2	3	4	12	13	
	14	15	16	17	18	9	10	11	19	20	
	21	22	ER	X	X	16	17	18	X	X	X
	28	29	30			X	X	X	X	X	
December (17)				1	2	30					
	5	6	7	8	9	May (22)		1	2	3	4
	12	13	14	15	16	7	8	9	10	11	
	19	20	21	22	23	14	15	16	17	18	
	X	X	X	X	X	21	22	23	24	ER	
January (20)	X	3	4	5	6	X	29	30	31		
	9	10	11	12	13	June (8)					1
	X	17	18	19	20	4	5	6	7	8	
	23	24	25	26	27	11	12	S	S	S	
	30	31				S	S	S	S	S	
						S	S	27	28	29	

September through January - 97 days

February through June - 83 days

ER = Early Release Day for Students

TW = Teacher Workshop Days/No School for students

 = end of marking period

DO = Delayed Opening

August 29 - 30	Teacher In-Service	January 16	Martin Luther King, Jr. Day
August 31	First Day for Students	January 20	End of Marking Period
September 5	Labor Day	February 20	Early Release Day
October 7	Early Release Day	Feb 27-Mar 2	February Vacation
October 10	Columbus Day	March 13	No School- Teacher In-Service
November 4	End of Marking Period	April 5	Early Release Day
November 8	No School – Teacher In-Service	April 6	End of Marking Period
November 11	Veteran’s Day	April 23-27	April Vacation
November 23	Early Release Day	May 25	Early Release
November 24-25	Thanksgiving Recess	May 28	Memorial Day Celebrated
Dec 26 - Jan 2	Winter/Christmas Vacation	June 12	End of Marking Period

Directory

Principal	Tom Murphy	tmurphy@windhamhighschool.org
Assistant Principal	Bob Dawson	bdawson@windhamhighschool.org
Administrator for Special Services	Kelly Mills	kmills@windhamhighschool.org
Athletic Administrator	Bill Raycraft	braycraft@windhamhighschool.org
Dean of Guidance	Julie Lichtmann	jlichtmann@windhamhighschool.org
Dean of Fine Arts	Karen Sayward	ksayward@windhamhighschool.org
Dean of Humanities	Lisa Roeder	lroeder@windhamhighschool.org
Dean of Mathematics and Science	Mary Anderson	manderson@windhamhighschool.org
Dean of Business and Technology	Paul Bencal	pbencal@windhamhighschool.org

Staff by Department

Business and Technology

Scott Kukshel skukshel@windhamhighschool.org
Christine Simmons csimmons@windhamhighschool.org

Fine and Performing Arts

Jared Cassidy jcassedy@windhamhighschool.org
Hannah Cole hcole@windhamhighschool.org
Laura Mazur lmazur@windhamhighschool.org
Janet Robbins jrobbins@windhamhighschool.org
Kay Shoubash kshoubash@windhamhighschool.org

Guidance

Christi Dunn cdunn@windhamhighschool.org
Kellie Steward ksteward@windhamhighschool.org
Tom Woodbury twoodbury@windhamhighschool.org

Humanities

Susan Brennan sbrennan@windhamhighschool.org
Thomas Darrin tdarrin@windhamhighschool.org
Loren Dow ldow@windhamhighschool.org
Elena (Muenzen) Fink efink@windhamhighschool.org
Gabriela Frentzel gfrentzel@windhamhighschool.org
Erin Harrison eharrison@windhamhighschool.org
Linda Hohenberger lhohenberger@windhamhighschool.org
George Kendall gkendall@windhamhighschool.org
Tim L'Ecuyer tlecuyer@windhamhighschool.org
Derek Lee dlee@windhamhighschool.org
Shannan McKenna smckenna@windhamhighschool.org

Ken Naroian
Cade Nethercott
Beth (Salvo) O'Connell
Ryan O'Connor
Amanda Parkhurst
Greg Racki
Kathleen Reardon
Colleen Smith
Elizabeth Talon
Chad Westwood
Sonia Wong
Aram Zakian

knaroian@windhamhighschool.org
cnethercott@windhamhighschool.org
eoconnell@windhamhighschool.org
ryoconnor@windhamhighschool.org
aparkhurst@windhamhighschool.org
gracki@windhamhighschool.org
kreardon@windhamhighschool.org
csmith@windhamhighschool.org
etalon@windhamhighschool.org
cwestwood@windhamhighschool.org
swong@windhamhighschool.org
azakian@windhamhighschool.org

Library/Media

Deborah Tharp, Media Specialist
Marilyn Jasper, Library Assistant

dtharp@windhamhighschool.org
mjasper@windhamhighschool.org

Mathematics

Sandra Cannon
David Gilbert
Julie Hartmann
Sharon Kerns
Stephen Latvis
Joshua Lavoie
Kristin Miller

scannon@windhamhighschool.org
dgilbert@windhamhighschool.org
jhartmann@windhamhighschool.org
skerns@windhamhighschool.org
slatvis@windhamhighschool.org
jlavoie@windhamhighschool.org
kmiller@windhamhighschool.org

Science

Bethany Bernasconi
Matt Bryant
Michael Demers
Christy Johnson
Patrick Kaplo
Joseph Mancinelli
Curtiss Rude

bberasconi@windhamhighschool.org
mbryant@windhamhighschool.org
mdemers@windhamhighschool.org
cjohnson@windhamhighschool.org
pkaplo@windhamhighschool.org
jmancinelli@windhamhighschool.org
crude@windhamhighschool.org

Special Education

Christopher Baribeau
Jennifer Beland
Monica Faucher
Jessica Field
Kari Harwood
Wendy Joanis
Janice Les
Lauren Ricci
Michael Welch
Paula Wyka
Kortney Yasenka

cbaribeau@windhamsd.org
jbeland@windhamhighschool.org
mfaucher@windhamhighschool.org
jfield@windhamhighschool.org
kharwood@windhamhighschool.org
wjoanis@windhamhighschool.org
jles@windhamhighschool.org
lricci@windhamhighschool.org
mwelch@windhamhighschool.org
pwyka@windhamhighschool.org
kyasenska@windhamhighschool.org

Wellness and Physical Education

Jill Bartlett
Jack Byrne
Brian Fillion
Ann Haky
Todd Steffanides

jbartlett@windhamhighschool.org
jbyrne@windhamhighschool.org
bfillion@windhamhighschool.org
ahaky@windhamhighschool.org
tsteffanides@windhansd.org

Nurse

Donna Chartrand

dchartrand@windhamhighschool.org

Instructional Assistants

David Barlow

dbarlow@windhamhighschool.org

Matt Blair

mblair@windhamhighschool.org

Kayleigh Brickley

kbrickley@windhamhighschool.org

Lisa Carrier

lcarrier@windhamhighschool.org

Andrea DeSpirito

adespirito@windhamhighschool.org

Denice Mendoza

dmendoza@windhamhighschool.org

Deanna Missert

dmissert@windhamhighschool.org

Richard Rafferty

rrafferty@windhamhighschool.org

Kathleen Shorten

kshorten@windhamhighschool.org

Joe Young

jyoung@windhamhighschool.org

Community Service Coordinator

Holly Londo

hlondo@windhamhighschool.org

Theatre Tech

Marc Cote

mcote@windhamhighschool.org

Office Staff

Pat Carter (Special Services)

pcarter@windhamhighschool.org

Marianne Dalias

mdalias@windhamhighschool.org

Diane Figaro (Guidance)

dfigaro@windhamhighschool.org

Julie George (Guidance)

jgeorge@windhamhighschool.org

Karen Igoe

kigoe@windhamhighschool.org

Liz Saucier

lsaucier@windhamhighschool.org

Tech Support

Mary Christie

whshelpdesk@windhamhighschool.org

Bell Schedules

MONDAY

	7:48 AM	Warning Bell
7:52 AM	8:32 AM	Block 1A
8:32 AM	8:36 AM	Passing
8:36 AM	9:16 AM	Block 1B
9:16 AM	9:20 AM	Passing
9:20 AM	10:00 AM	Block 2A
10:00 AM	10:04 AM	Passing
10:04 AM	10:44 AM	Block 2B
10:44 AM	10:48 AM	Passing
10:48 AM	12:05 PM	Block 3A & Lunch
10:48 AM	11:12 AM	A Lunch
11:16 AM	12:05 PM	Block 3A
10:48 AM	11:12 AM	Block 3A
11:15 AM	11:39 AM	B Lunch
11:41 AM	12:05 PM	Block 3A
10:48 AM	11:39 AM	Block 3A
11:41 AM	12:05 PM	C Lunch
12:05 PM	12:09 PM	Passing
12:09 PM	12:49 PM	Block 3B
12:49 PM	12:53 PM	Passing
12:53 PM	1:33 PM	Block 4A
1:33 PM	1:37 PM	Passing
1:37 PM	2:17 PM	Block 4B

TUESDAY - FRIDAY

	7:48 AM	Warning Bell
7:52 AM	9:12 AM	Block 1
9:12 AM	9:17 AM	Passing
9:17 AM	9:32 AM	Advisory
9:32 AM	9:37 AM	Passing
9:37 AM	10:57 AM	Block 2
10:57 AM	11:02 AM	Passing
11:02 AM	12:52 PM	Block 3 & Lunch
11:02 AM	11:27 AM	A Lunch
11:27 AM	11:32 AM	Passing
11:32 AM	12:52 PM	Block 3
11:02 AM	11:42 AM	Block 3
11:42 AM	11:44 AM	Passing
11:44 AM	12:09 PM	B Lunch
12:09 PM	12:12 PM	Passing
12:12 PM	12:52 PM	Block 3
11:02 AM	12:22 PM	Block 3
12:22 PM	12:27 PM	Passing
12:27 PM	12:52 PM	C Lunch
12:52 PM	12:57 PM	Passing
12:57 PM	2:17 PM	Block 4

90 MINUTE DELAY

	9:18 AM	Warning Bell
9:22 AM	10:24 AM	Block 1
10:24 AM	10:29 AM	Passing
10:29 AM	11:31 AM	Block 2
11:31 AM	11:36 AM	Passing

11:36 AM	12:03 PM	A Lunch
12:03 PM	12:08 PM	Passing
12:08 PM	1:10 PM	Block 3

11:36 AM	12:07 PM	Block 3
12:07 PM	12:34 PM	B Lunch
12:34 PM	12:39 PM	Passing
12:39 PM	1:10 PM	Block 3

11:36 AM	12:38 AM	Block 3
12:38 PM	12:43 PM	Passing
12:43 PM	1:10 PM	C Lunch

1:10 PM	1:15 PM	Passing
1:15 PM	2:17 PM	Block 4

EXTENDED ADVISORY

	7:48 AM	Warning Bell
7:52 AM	9:05 AM	Block 1
9:05 AM	9:10 AM	Passing
9:10 AM	10:23 AM	Block 2
10:23 AM	10:28 AM	Passing

10:28 AM	10:53 AM	A Lunch
10:53 AM	10:58 AM	Passing
10:58 AM	12:11 PM	Block 3

10:28 AM	11:05 AM	Block 3
11:05 AM	11:30 AM	B Lunch
11:30 AM	11:35 AM	Passing
11:35 AM	12:11 PM	Block 3

10:28 AM	1:41 AM	Block 3
11:41 AM	11:46 AM	Passing
11:46 AM	12:11 PM	C Lunch

12:11 PM	12:16 PM	Passing
12:16 PM	1:29 PM	Block 4
1:29 PM	1:34 PM	Passing
1:34 PM	2:17 PM	<i>Ext. Adv.</i>

EARLY RELEASE

	7:48 AM	Warning Bell
7:52 AM	8:42 AM	Block 1
8:42 AM	8:47 AM	Passing
8:47 AM	9:37 AM	Block 2
9:37 AM	9:42 AM	Passing
9:42 AM	10:32 AM	Block 3
10:32 AM	10:37 AM	Passing

10:37 AM	11:02 AM	A Lunch
11:02 AM	11:07 AM	Passing
11:07 AM	11:57 AM	Block 4

10:37 AM	11:02 AM	Block 4
11:02 AM	11:27 AM	B Lunch
11:27 AM	11:32 AM	Passing
11:32 AM	11:57 AM	Block 4

10:37 AM	11:27 AM	Block 4
11:27 AM	11:57 AM	C Lunch

General Guidelines

Residency

Windham High School students must be residents of the town of Windham and submit residency information upon registering for Windham High School. Any non-resident wishing to attend Windham High School must make a formal request to the Windham School Board through the Superintendent of Schools.

AlertNow Communication System

Windham School District utilizes *AlertNow* to communicate emergencies, cancellations, events and, at times, information of general interest. Students and parents are requested to ensure that they are in the *AlertNow* email communication system.

Delayed Opening Schedule/ No School Announcements

School cancellations will be broadcast over the following radio stations: WGIR (610 AM dial), WDER (1230 AM dial), WBZ (1030 AM dial) and WZID (95.7 FM dial). Cancellations are also broadcast over LEO 21, WMUR-TV Channel 9, WBZ TV, and Channel 4. Decisions regarding the closing or delayed opening of schools are generally not made until 5:45 a.m.

Delayed openings of school shall be for 90 minutes (school starts at 8:58 a.m.) and are communicated in the same manner as school cancellations.

In the event of an emergency necessitating the early, unscheduled dismissal of students, the above-mentioned stations will be notified of the dismissal. High school students will be released first, followed separately by the middle school and the elementary schools in approximately forty (40) minute intervals.

Procedures and Protocols

Student Rights and Responsibilities

All students who attend Windham High School have rights and responsibilities. Student rights and responsibilities are governed by the policies of the Windham School District, the procedures of Windham High School, and applicable Federal or State law. These procedures are instituted to ensure that all students understand their rights and responsibilities.

Windham School Board Policy JICD, JICD-R

School Attendance

Communicating absences to school should be done using the High School Attendance Office number: (603) 537-2401. Parents should call the high school attendance line on the morning of the absence and state their name, the student's name, date of absence, and the reason for the absence. (The reason for the school absence is important in that certain absences are excused absences and allow a student to make-up work for credit; see below.) Parents should contact the school within twenty-four hours of a student's absence if contact the morning of the absence is not possible.) The telephone message will ensure that a student's absence is properly recorded. Absences due to illness, bereavement, and family emergency, etc. shall be recorded as excused, and students may make up missed work. Absences without parental contact to the school shall be recorded as unexcused and may trigger administrative action (i.e., detentions). In such instances, make up work is not permitted. Notes or telephone calls after this date do not excuse absences.

Class Attendance

- A. A student who enrolls in a course is expected to be present for every class session. The maximum number of absences allowed for a full year course is twelve (12). The maximum number of absences allowed for a semester course class is seven (7). When a student has missed more than one-half of the allowable number of absences, a parent will be notified in writing and be requested to confer with school administrators or designee to review the student's attendance record. Such meeting(s) shall be documented and become part of a student's attendance record.
- B. Students must be present for one-half of the school day to be eligible for any athletic or extra-curricular activities that day, or any activities over the weekend if he/she is absent on Friday.
- C. For purposes of attendance, students must be present for one-half of a class to be considered present, as determined by the faculty member.

The following absences are exempted absences when parents call the high school and report the absence in advance (whenever possible) and are not counted against a student's attendance record. Exempted absences require a written note upon return.

- A. bereavement (requires a parental note)
- B. religious observance during school hours (requires a parental note)
- C. a doctor's orders regarding illness and school attendance
- D. legal/court appointments (requires court notice)
- E. school sponsored or school-mandated absences (coach, teacher or administrator provides the appropriate notice)
- F. planned extended absences (see below).

Planned Extended Absences:

At times, extended absences may be predictable and it is the student's responsibility to communicate anticipated absences to both the administration and his/her faculty. This may be accomplished by utilizing the Extended Absence form available in the Main Office.

Although a student's absence may be excused, non-attendance can adversely impact learning and achievement. In all absences, students are responsible for any work that may be missed. When a student is absent from school due to college visits or required family travel, a Planned Extended Absence Form must be completed prior to the planned absence, and it is requested that the form be submitted to the Main Office with five (5) days notice. Requests for work must be received not less than five days from the first scheduled dates of absence. Planned absences in excess of five during any school year will count against a student's attendance record. Failure to complete a Planned Extended Absence Form and return it to the school prior to the absence(s) shall render the absences unplanned and shall count against a student's attendance record.

Post-secondary planning purposes (i.e., college visits and assessments, military recruitment interviews/assessments, potential employer interviews for graduating students, job shadows, etc) are prime opportunities to utilize the Planned Absence Form. Verification through documentation is to be provided by the college or cooperating agency.

Extended Learning Opportunities (ELO) in some cases will validate the exempt status for attendance purposes. Students are directed to the Assistant Principal for guidance regarding ELO matters pertaining to attendance.

Tardy to School

Prompt and consistent attendance is a lifelong skill attributed to dependability and is valued by our society. It can also be an integral part of vocational success. To this end, Windham High School seeks to promote the development of dependability in our students and operate in a parallel manner to our time-sensitive culture.

Students who arrive after the start of school are tardy and must obtain a tardy pass from the office.

Excessive unexcused tardiness to school may result in administrative action, including the following:

Upon the fourth (4 th) unexcused tardy:	Office detention (1)
Upon the sixth (6 th) unexcused tardy:	Saturday detention (1)
Upon each subsequent two (2) unexcused tardies:	Saturday detention (1)

Where a pattern emerges that the Administration determines chronic tardiness (i.e., greater than 10 tardies/quarter) exists, additional administrative action may result including, but not limited to, loss of privileges. In such circumstances, the Administration will be communicating with both the student and the parent/guardian regarding a plan to alter the behavior.

Tardiness to school may be determined by the Administration as excused in instances related to the list of exempted absences described on the preceding page. Tardiness will be recorded on a quarterly basis, and upon each new quarter students are afforded a “clean slate.”

Tardy to Class

Students are expected to arrive on class on time and be prepared for the day’s lesson without the need to leave the classroom. The classroom teacher shall keep students who are late to class after school for not more than thirty minutes. Parents are notified. Continued tardiness to class shall result in progressive discipline.

Dismissals

To prevent interruption of classes and the disruption of learning, students are dismissed from school via parental notes and written passes. Dismissal notes should be submitted to the office before the start of school. Notes must contain the reason for the dismissal, and the expected time of return, if applicable. Students/parents must sign out in the main office. Parents are requested to plan all student dismissals in this manner; emergencies are an exception.

Truancy

Students who are consistently absent from school without sufficient reason may be considered *truant* and are subject to being referred to law enforcement and/or social service agencies, if not the court system. Internally, administrative action may result, assigned at the prerogative of the Administration. The Administration will respond to truancy matters consistent with Windham School District policy and State law.

Make-up Work

Students will be allowed two school days to make-up missing work for each day of excused absence. Students should consult online resources to learn of their assignments, when possible. Students who may be out for longer periods (more than three days of school) should contact their teachers for additional information about their work.

Code of Conduct

Pursuant to the *Mission* and the school's *Expectations for Student Learning*, students are to conduct themselves as responsible and purposeful members of the school community, exhibit civility, respect others persons and property, develop cooperative relationships, and make sound decisions. All behaviors and communications must be in accordance with school rules, protocols, and the Mission Statement. Students who do not abide by these expectations will experience administrative action that is intended to alter and/or dissuade similar behaviors. To this end, all available resources, including a series of progressive administrative responses may be utilized, and are outlined below in descriptive and matrix form. When not dictated specifically by Windham School District policy, consequences or combinations thereof are assigned at the Administration's prerogative. The absence of a particular infraction described in this handbook does not preclude the Administration from using professional judgment when matters develop that disrupt the educational process.

Teacher Detention

Teachers may require that a student serve time after school as a result of disciplinary infractions, repeated tardiness to class, or repeatedly failing to complete homework. The length of the session will be determined by the teacher, but is generally limited to thirty minutes. Students are given at least twenty-four hours notice of an after school session. If teacher and student agree, with parental notification, the student may serve the session prior to the scheduled date. Should a student fail to report for the teacher session, after prior notice has been given, the teacher will notify the administration for appropriate action that may involve additional consequences.

Office Detention

After school office detention is 60 minutes in duration. Students are expected to arrive at the designated time and location, as assigned by the Administration. Students will be given a 24-hour notice to make appropriate arrangements. With respect toward immediacy, if the administrator and student agree, and with parental notification, the student may serve the office detention prior to the scheduled date.

Students are required to make productive use of the time in Office Detention and should arrive prepared to do so. Students failing to serve detentions or those unable or unwilling to comply with the rules posted and/or directives of the staff member, should expect additional administrative action including, but not limited to, additional assignments to Office Detention, Saturday Detention, and/or loss of privileges.

Saturday Detention

This administrative assignment is four (4) hours in duration, typically scheduled from 8:00 AM until 12 o'clock noon. Students will be given a 24-hour notice to make appropriate arrangements. Students are expected to arrive at the designated time and location, and be prepared to accomplish academic efforts. Students either unwilling or unable to comply the rules posted and/or directives of the staff member should expect additional administrative action including, but not limited to, additional assignments to Office Detention, Saturday Detention, and/or loss of privileges.

Suspension

An administrator may issue suspensions for a period of up to ten (10) days. Prior to any decision or disciplinary action, due process will apply and take the form of the following: an opportunity for the student to present his or her interpretation of the incident/situation to an administrator; every effort will be made to contact and inform the parent/guardian; and students and their parents/guardians will be notified of the reason for suspension, duration, and any associated plan for re-entry, if applicable.

A written communication of the matter will be mailed to the parent/guardian, and the student's counselor will be notified, along with any other WSD personnel deemed appropriate by the Administration. Each suspension may require an administrative conference with a parent and student prior to reinstatement.

While suspensions are administrative actions assigned to students and constitute an excused absence from school, students will be responsible for class work missed during suspension(s). Moreover, suspensions temporarily preclude a student from access to their normal academic, co-curricular, and social privileges. To this end, a suspended student is not permitted to attend any activities and events associated with such privileges, including academics (WHS, CTE, etc.) and Windham High School sponsored or associated events (i.e., athletics, musicals, proms) either on or off-campus, even as a spectator. In circumstances where a student may have procured access, acquired tickets, obtained authorization, or otherwise incurred either nominal or considerable expense in the process, such scenarios do not grant an exception to the administrative action of a suspension and unfortunately may result in a financial loss to the student and/or parent/guardian. To this end, the school and district are not responsible for financial loss due to its administrative procedures and protocols.

Extra-Curricular Activity Participation

Participation in extra-curricular activities is a privilege – not a right; to this end, a student may not represent the school as a participant, member, player, assistant, guest, or spectator if s/he has not been in attendance for that school day, including arriving to school on time and attending all classes.

Furthermore, a student not in good standing, either academically or socially, will not be permitted to participate in extra-curricular activities until such good standing has been restored at the discretion of the Administration. In the case of a suspension from school or a suspension of privilege to participate, which is typically assigned due to an issue with a student's conduct, the coach and/or advisor, as well as the Athletic Director when applicable, will also be advised.

Specific eligibility requirement for athletic participation is described in the Athlete/Parent Handbook. Questions or concerns regarding eligibility should be directed to the Athletic Administrator. With regard to other extra-curricular activities, including clubs, organizations, and theatrical practices and performances, the general principles and practices afforded athletic participants will be used as guidance for administrators in determining eligibility. Questions or concerns regarding eligibility should be directed to the Assistant Principal.

Students who are suspended are not eligible to participate in school related events from the time they are notified of the suspension through the last full day of the suspension, inclusive of weekends, holidays, etc. Additional delay may develop, and further preclude a student's participation, if a re-entry meeting with an administrator is required. The Principal or designee may approve exceptions to this rule.

Special Education (Discipline Only)

If a special education student has violated the school's disciplinary code, the school may suspend or remove the student from his/her current educational placement for a period of ten (10) cumulative days in a school year. In instances when a student with identified needs may be suspended for more than ten (10) days in a school year, a Team shall be convened to review the IEP to determine whether the student's misconduct is related to the student's identified need and other aspects of the placement.

BULLYING: PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

I. The Windham School Board is committed to providing all pupils a safe school environment. Conduct constituting bullying or cyber-bullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F. This policy applies to all pupils, regardless of their status under the law. The superintendent is responsible for ensuring that this policy is implemented. All District employees, contracted service providers, school volunteers, coaches, parents and students are required to abide by the requirements of this policy.

II. Definitions

A. Bullying: a single, significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a pupil or damages the pupil's property;
- Causes emotional distress to the pupil;
- Interferes with a pupils' educational opportunities;
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Bullying also includes actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

B. Cyber-bullying: bullying (as defined above) undertaken through the use of electronic devices.

C. Electronic devices: include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

D. Perpetrator: a pupil who engages in bullying or cyber-bullying.

E. School Property: all real property and all physical plant and equipment used for school purposes including public or private school buses or vans.

F. Victim: a pupil against whom bullying or cyber-bullying has been perpetrated.

G. Educational opportunities: the curricular and extracurricular programs and activities offered by the District.

H. Interference of educational opportunities: a single incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).

I. Hostile educational environment: a single incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).

J. The determination as to whether a single incident or a pattern of incidents causes a "substantial disruption to the orderly operations of the school" shall be made by the person investigating the reported incidents(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extra-curricular programs and activities offered by the District.

In accordance with RSA 193-F:4, the Windham School District reserves the right to impose discipline for bullying or cyber-bullying that:

Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or

Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

III. Reporting Procedure

The Principal of each school is responsible for receiving oral or written reports of bullying or cyber-bullying. The Principal may designate, in writing, an additional person to receive such reports.

Student or Parent Reports

A. Any student who believes that he or she has been the victim of bullying or cyber-bullying, as defined in Section II, above, should immediately report the alleged act(s) to the Principal or his/her designee; however, if the student prefers, he/she may inform any school employee or volunteer.

B. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyber-bullying should immediately report the same to the Principal or his/her designee, or, if the student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyber-bullying.

C. The District will not accept anonymous reports of bullying or cyber-bullying. However, the District will seek to ensure that the individual making the report is protected from retaliation as a result of the report.

D. Forms to report incidents of bullying or cyber-bullying shall be available at the Principal's office. Use of the form is encouraged, but not required. If the Principal or his/her designee receives the report verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

Reports by Staff, Volunteer, or Employees of a Company Under Contract with the School District, or with any school in the Windham School District

A. Any school employee, volunteer, or employee of a company under contract with the Windham School District, or any school within the Windham School District, who has witnessed or has reliable information that a pupil has been subjected to bullying, or cyber-bullying as defined in Section II above, shall report such incident to the Principal or his/her designee by the close of the school day on which they witness or receive such reliable information.

B. Forms to report incidents of bullying or cyber-bullying shall be available electronically or at the Principal's office. If the Principal or his/her designee receives the information verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

Additional information and resources related to this policy may be found on our district website under *Bullying: Public Safety and Violence Prevention*.

A hard copy of this policy is available upon request.

Reporting Procedure

Any student who believes that he or she has been a victim of bullying may report the alleged act to the building principal. If a student is more comfortable reporting the alleged act to a person other than the building principal, the student may contact any school district employee.

Investigation and Discipline

1. The principal or designee shall investigate alleged acts of bullying.
2. The principal will take such disciplinary action deemed necessary and appropriate, including but not limited to detention, suspension or referral to the superintendent to consider long-term suspension or expulsion in order to end bullying and prevent its recurrence.
3. The School District shall follow its discipline policies when administering discipline.

JICBB Also see JBAA, JIC, JICD, and IHBA

Extended Learning Opportunities (ELO)

Opportunities for learning beyond the traditional classroom environment, driven by students' interests, talents, and development, are expressly permitted by Windham School District policy IHBH. ELO credits may be available for independent study, private instruction, team sports, performing groups, internships, community service not otherwise required by the school, and work study. Other learning experiences, not identified herein, will also be considered on an individual basis.

Students interested in such opportunities are to meet with the ELO Coordinator so as to become familiar with the exact procedure in order to gain pre-approval for any ELO experience. Without a petition to seek pre-approval, learning experiences already completed will not be retroactively considered for ELO credit.

Administrative Response Matrix

Consequences for all infractions rest with the Administration. The matrix below is a guideline for typical – not exclusive – responses to disciplinary referrals. Repeat offenders may incur additional penalties and/or other supports as method to dissuade certain behaviors and/or enable accountability.

	Warning	Teacher Detention	Office Detention	Multiple Office Detentions	Suspension	Administrative Prerogative
Tardiness (class)		X				
Tardiness (school)			Upon the 4 th /qtr.			
Class Cut(s)				X	2 nd	3 rd
Truancy						X
Leaving campus					X	
Loitering in Halls/Off-limits			X			2 nd & subsequent
Disruptive Behavior/ Removal				X		
Profanity/ Obscene gestures						X
Profanity directed @ Staff					X	
Public display of affection	X					2 nd & subsequent
Failure to comply						X
*Fighting					X	X
*Theft						X
Vandalism						X
Dress code	1 st (corrective action)					2 nd & subsequent
*Tobacco/ Drugs/Alcohol Weapons					X	X
Bullying/ Hazing/ Harassment						X
* Police Notification						

Harassment

Harassment means verbal or physical conduct based on a student's actual or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, age or disability and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive environment. Harassment can include but is not limited to any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Any student who is found to engage in the harassment of any student or other member of the school community shall be subject to administrative action including, but not limited to detention or suspension, depending on the circumstances of the matter. Comments such as "I was just kidding; that's the way kids talk to each other; I didn't really mean it"; and similar statements are not accepted as reasons to explain or defend harassing behavior.

Sexual Harassment

Bullying may constitute sexual harassment in which case it shall be subject to the School District's policy JBAA.

It is the policy of the Windham School District to promote and maintain a working environment and educational atmosphere for students, which is free from sexual harassment. It is illegal and against the policies of the District for any student, male or female, to sexually harass another.

Sexual harassment may include, but is not limited to:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature.
2. Gestures or unwarranted written communication of a suggestive or derogatory nature.
3. Continuing to express sexual interest after being informed the interest is unwelcome.

Students who believe they have experienced sexual harassment should communicate to the other party to stop the behavior or words and also report the matter to an administrator or other school official.

Sexual harassment may be punishable by suspension, possible police intervention, and possible expulsion. This policy extends to all school sponsored activities and functions whether or not they occur on school grounds.

Windham School District Policy JBAA

Hazing

Hazing is strictly prohibited at Windham High School, by both school policy and New Hampshire law. Violation of the student hazing policy may subject an individual or recognized team/organization to disciplinary action.

In addition to serious school imposed consequences, students, teams, and organizations may be subject to criminal prosecution for violation of the New Hampshire anti-hazing law.

"Student hazing" is defined as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) such act is a condition of initiation into, admission into, continued membership in or association with any organization." The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense to a charge under this anti-hazing statute.

Windham students and employees are required to notify appropriate school officials of any perceived instance of hazing, as defined by school policy and/or New Hampshire law. Reports may be made directly to the administration or to coaches, advisors, class deans, nurse, or other officials who have responsibilities for student organizations. No student, school employee, volunteer, student organization, athletic team, or other school recognized group or association shall conduct or condone hazing activities, "consensual" or not.

All students have a duty to the law and a responsibility to their school to never engage in hazing activities.

Pursuant to school district policy (#JICFA), a copy is provided below:

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. A copy of this policy will be furnished to each student and teacher in the school District.

Statutory References:

RSA 631:7

Revised: November, 1999

Revised: July, 1998

Fighting/Assault

Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. Behaviors that violate this standard include, but are not limited to, incitement or instigation; physical abuse or uninvited personal physical contact, including sexual assault; threatening gestures, notes, comments, or electronic messages; fighting; extortion; and conduct which endangers

oneself or others. Such behaviors are intolerable and incongruent with the Mission and substantially disrupt the learning environment. Students involved or associated with such behaviors will be subject to administrative action including, but not limited to, suspension, police intervention, and possible criminal and civil charges.

Threatening

Any student who, in person or through the use of mail, telephone, internet, written note, posting or other instrument, willfully makes any threat or conveys false information, knowing the information to be false, concerning an attempt or alleged attempt being made, or to be made, to kill, injure, harass, malign or intimidate any individual while at school or school events or en route to school or school events while traveling on a school bus, or; unlawfully damage or destroy a building, vehicle, or other real or personal property owned, leased, or occupied by the school by means of a weapon, fire or explosive or other device or method shall be considered to have threatened the safety of the school community and is therefore in violation. Said individual(s) shall be addressed by the Administration inclusive of a report to the Superintendent, who will decide if an expulsion hearing with the Board is warranted. Appropriate law enforcement agencies may also be notified.

In circumstances where words or deeds, inferences or indications, indicate, allude, or threaten harm to self or others, the Principal or designee may determine those responsible for such actions remain out of school pending an assessment to determine whether the individual(s) poses imminent risk to self or others. Such assessments will be conducted by a licensed clinical professional outside of the school system.

A student found by the School Board, after a hearing inclusive of due process, to have threatened the health, safety or welfare of any individual of the school or any structure owned, leased or occupied by the school may be expelled or suffer other sanctions deemed appropriate by the Board. This will also apply to any student who aids, encourages, or causes another student to engage in any conduct prohibited in the above statement.

Vandalism

Vandalism is the willful marring, defacing, or destruction of property. Defacing or otherwise damaging school property or personal property of members of the school community will result in administrative action deemed appropriate by the Administration. Criminal and/or civil liabilities may apply to which the Administration may defer to the proper agency for restitution.

Textbooks are furnished free of charge for student use. Students are responsible for returning the textbook to the school in the same condition in which it was issued, less normal "wear and tear". Students who do not return books or materials, or who return books and materials that are damaged shall be required to pay for the cost of the books or materials.

Students are expected to properly and safely lock all valuables in Windham High School, to include both personal and school property.

Insubordination

In order to maintain an atmosphere of mutual trust and respect, students are expected to respond truthfully and promptly to directions or reasonable requests of staff members. Failure to do so is a serious violation of school regulations and will result in disciplinary action up to, and including suspension from school. Instances of lying or deliberate misrepresentation of the truth may also result in disciplinary action up to, and including, suspension from school.

Removal of a Student from Class

Students who are repeatedly disruptive in class or consistently refuse to do assigned class work may be temporarily or permanently removed from a class by an administrator at any point in the year. Students who are permanently removed from a class will not receive credit for the course.

Profanity

The use of profane, obscene, or vulgar language, gestures, inferences, or innuendo is prohibited during school, at any school events, or on any of the school's property or buses. Profanity directed to a staff member will result in a suspension from school.

Behavior that may not be profane or obscene but is derogatory or disruptive in nature is not permitted. Depending upon circumstances presented to a Teacher, Staff, or Administrator, administrative action to discourage repeat behavior will be assigned.

Theft

In instances of theft, disciplinary action, restitution, and a conference with the student, parent/guardian, guidance counselor, and administration will be required and a referral to law enforcement will be likely.

Windham High School and the District are not responsible for personal losses, such as thefts and damages in school, on school grounds, or during school-sponsored activities either on or off-campus. Students are strongly encouraged to secure and lock personal belonging and valuables. Whenever possible, such items of value should remain at the student's home.

False Fire Alarms

Pulling a fire alarm with just cause is a most serious violation of school rules. State law states: "Any person who knowingly gives or aids or abets in giving any false alarm of fire, by any means, is guilty of a misdemeanor. Should any bodily injury result from a false fire alarm, the perpetrators will be guilty of a Class B felony." RSA 644:3-a

Students violating RSA 644:3-a will be suspended from school.

Incendiary Devices

Matches, fireworks, cigarette lighters are strictly prohibited from school property. These are unsafe and volatile items that present imminent risk of injury to members of the school community. Possession of such articles will result in administrative action deemed appropriate by the Administration.

Trespassing

Students, school personnel, parents, and visitors are normally welcomed to school property during regular hours of operation or special events. In instances when a person has been notified that he or she is not permitted on school property, then continued entry shall constitute trespass into a public school and law enforcement official may be notified.

Forgery

Forgery is a serious offense and is contrary to our mission statement. Consequences for students who forge documents and/or signatures will be assigned at the prerogative of the Administration.

Drugs and Alcohol

Possession, use, distribution, procurement, or being under the influence of drugs, alcohol or illicit substances is viewed with utmost seriousness. Enormous, immediate and long-term consequences of such behaviors are evident when students are associated with such substances and activities. To this end, drugs, alcohol, and illicit substances, in any form, and those items or substances purported to be such, as well as those items and substances directly associated with the sale, manufacture, use, livery, consumption, promotion, procurement, and distribution are strictly prohibited on all school premises (including vehicles) owned or leased by the school or district. School sponsored activities, held off-campus, are specifically included in this description.

Administrative action including, but not limited to, suspension(s) will result when students are determined to be culpable or associated with the behaviors described in the preceding paragraph. Deference to Windham School District policy (#JICH) and all applicable State and Federal law, will apply. Therefore, the Office of the Superintendent and law enforcement agencies will be notified.

Tobacco

Possession of tobacco or related products by persons less than eighteen years of age is illegal. New Hampshire state law prohibits all persons from smoking on school property (RSA 155:66).

Cigarettes, all tobacco products, cigarette lighters, or matches are not allowed in any part of the building, grounds, or school buses including before school, during school, after school, or at or during school-sponsored events and activities, either on-campus or off-campus. Students in violation of this rule will be subject to disciplinary actions up to and including suspension.

Windham School District Policy JICG

Student Publications

Ultimately, Windham High School is the publisher of all media generated by students, thus the Principal has the discretion and prerogative to edit or reject content, pursuant to district policy. (#JICE-R) Such a position is in line with the parameters set forth by the U.S. Supreme Court in its landmark 1988 ruling (Hazelwood School District v. Kuhlmeier). To this end, all student publications must comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating prejudicial or discriminatory practice, hatred, violence, the breaking of laws or school regulations, or materials designed to disrupt the educational process will not be permitted. This procedure applies to all forms of media emanating from, created through, or generated by the utilization of school resources.

Printed Matter or Posters

Posters or other printed matter, having the intention to be displayed within Windham High School, must be approved by the school administration and be posted in the designated areas. Random postings are not permitted. It is the responsibility of the organization that posts material to remove it in a timely manner. All posters or other printed material must be hung so as to not damage the walls or other parts of the high school. Printed matter or posters must relate to Windham High School events or activities. Similarly, such materials bound for publication or promotion outside of school grounds or through any media source will also require authorization by the Administration. Students, groups, or agents seeking authorization should allow for ample time so that proper review and authorization may be obtained.

Weapons

Dangerous weapons, such as but not limited to, firearms, knives, explosives, incendiaries, martial arts weapons, electronic defense weapons, clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are strictly prohibited on school property, on school vehicles, in private vehicles on school property, or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

Any student who is determined to have brought a firearm to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

Reports of look-alike weapons, toy weapons, or similar imitations of weapons can create as much disruption to the educational process and concern among the student body as actual weapons. Students are hereby notified that such items are strictly prohibited. Possession of such items shall be accorded the same sanctions as actual weapons.

All Students will receive written notice of this policy at least once each year in the student handbook.

Windham School District Policy JICI

Out-of-School Actions

The Board recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this District will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

Windham School District Policy JICDD

Bus Transportation

To ensure safety, students are required to obey the directions of the driver and to exhibit reasonable, quiet, and orderly conduct. Failure to follow reasonable safety rules for bus transportation will result in warning, detention and/or the temporary or permanent suspension of bus transportation depending on the circumstances. Students whose conduct on a school bus is potentially dangerous may be prohibited from the bus transportation by the principal or superintendent per New Hampshire RSA 189:9-A. In order to ensure student safety and maintain discipline, the Windham School District may provide, install, operate, or otherwise monitor such recording devices on any or all buses used to provide transportation for District students. Use of recording devices and their recording shall be governed by the procedures established through Policy JICK.

Examples of unacceptable conduct that may result in detention or the temporary or permanent loss of bus privileges include, but are not limited to:

- Striking, shoving, tripping, or restraining any person on the bus;
- Hurling objects of any kind on or from the bus;
- Igniting any flame or causing smoke or noxious fumes;
- Standing or changing seats while the bus is in motion;
- Possessing or using any drug, including alcohol or tobacco;
- Shouting, screaming, using profanity, causing loud noises, or similar disturbances;
- Stealing or damaging property;
- Placing any part of one's body outside the bus window;
- Disobeying the directions of the driver (or monitor);
- Violating any school rule or the Safe Schools Act;
- Hazing, bullying, fighting, intimidating others, or similar behaviors.

Student Use of Vehicles

The operation and parking of vehicles by students on school district property is a privilege. All vehicles must be registered through the main office, and must exhibit a valid parking permit properly displayed on the vehicle. Students must park in designated parking areas only. Motorcycle drivers and riders, regardless of age, are required to wear a helmet when riding on school district property.

The parking of student vehicles in non-designated areas such as fire safety lanes, delivery ways, lawns or grass, restricted areas, and other non-designated areas may result in administrative action and/or the loss of parking privileges. The failure to comply with state, local, or school rules, including speeding, failing to yield to pedestrians, operating in an errant manner, or otherwise endangering the safety of others, may result in the temporary or permanent loss of this privilege, depending on the circumstances. Parking at Windham High School without first obtaining a parking permit may prevent a student from subsequently obtaining a parking permit. Vehicles without parking decals/tags, or which are illegally parked, are subject to towing at the owner's expense.

To earn the privilege to operate or park a motor vehicle at Windham High School, the driver must have a demonstrated record of good school citizenship and have completed their community service requirement(s) before applying for a permit through the Assistant Principal. Students apply for parking privileges on an annual basis. The annual parking fee is \$10 and is not refundable in the event of temporary or permanent revocation. Student parking privileges are not transferable to another student and the Administration reserves the right to assign, limit, or otherwise restrict parking spaces.

A student who has lost the privilege to operate their vehicle, be it on a temporary or permanent basis, may not operate the vehicle of another person on school grounds. Moreover, a student who has lost the privilege to operate their vehicle may not lend another student/operator their vehicle or parking decal/tag so as to perpetuate the same opportunity for which the suspension seeks to negate. In no case may a student, regardless of age, drive to or from field trips, athletic contests, or other activities for which transportation is arranged by the school or school organization.

A student participating in an Extended Learning Opportunity (ELO), attending a program through the Career & Technical Education (CTE) program in Salem or another district, or associated with a specified program endorsed by the Administration, may petition the Assistant Principal for permission to operate a personal vehicle to and from the high school campus. In such matters, it is the Administration's intent to enable convenience for the student if certain safety parameters are maintained. To this end, a student is prohibited from transporting other students, who are under the age of 18, as passengers to their intended destination or any interim location. Moreover, specific permission from a

parent/guardian and possibly the cooperating agent or agencies (i.e., CTE, internship employer, etc.) must be obtained. Students seeking this privilege must see the Assistant Principal for authorization.

Cafeteria

The cafeteria should be a place where students may enjoy lunch and conversation with friends. The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in waste receptacles.
- Leaving the tables as clean as possible.
- Keeping all food and beverages in the cafeteria.
- Recycling when possible.

Please be respectful of the cafeteria space and your peers. Students who cannot abide by such standards may have an alternative and supervised dining area arranged.

Cell Phones/Personal Communication Devices (PCD)

Students may possess and carry cell phones and PCDs; however, these units must be turned off during the academic class periods to ensure that disruption of the instructional and academic climate of the school does not occur.

Parents are requested to refrain from calling or texting their students during the school day. If necessary, please contact your child during approved times for cell phone use. The Main Office is also available to deliver messages to students at opportune times during the school day (i.e., during passing times).

Students who violate these policies may face disciplinary actions, such as detention or temporary confiscation of the device(s).

Electronic Devices

Cell phones, personal communication devices (PCD), digital, electronic, all-in-one, or telecommunication instruments are considered *electronic devices* for the purpose of inclusive description. As technology is emerging rapidly, even before the current school year will have expired, it is understood new versions and new technology could expand this definition.

For the purposes of ensuring an environment that does not disrupt the learning and teaching process for students and educators, respectively, the use of electronic devices may not be suitable, and may inhibit learning and instructional practices. Such electronic devices may be prohibited, or permitted, by faculty or administrators at specific times.

Faculty members have classroom management responsibilities and may dictate whether or not electronic devices may be used. To this end, faculty may direct students to turn electronic devices “OFF.” At other times, or in other classrooms where the curriculum may be enabled by the presence and use of some electronic devices, students’ use may be encouraged.

It will be the responsibility of the faculty member to clearly communicate their classroom expectations regarding electronic devices. It will be the student’s responsibility to know, understand, and respect the parameters set forth by their instructors or assistants.

When a faculty/staff member has communicated the expectations and a student does not respond accordingly, the following action(s) may result:

1. On a first occasion, a faculty/staff member will temporarily take custody of the electronic device and return it to the student at the end of the class.
2. On a second occasion, the electronic device will be temporarily confiscated and delivered to the Main Office. Students will be able to retrieve the device upon departure at the end of the school day.
3. On a third occasion, the electronic device will be temporarily confiscated and delivered to the Main Office. The device will be turned over to a parent or guardian of the student whenever the parent/guardian is able to come to the school to retrieve the device(s).
4. Fourth and subsequent occasions will be dealt with in a similar manner as the third infraction, however continual episodes may be considered chronic non-compliance resulting in additional administrative action to discourage such behavior.

Corridor Conduct

Students are always expected to exercise care when proceeding in the corridors. Corridors should be clear by the ringing of the second bell. Students are considered late to class if they are still in the corridor at the second bell.

Passes

Students will not be allowed to leave any classroom or study period without a signed pass from the teacher in charge. Students are to report as quickly as possible to the destination specified on the pass. Failure to adhere to this rule will result in the temporary or permanent loss of a privilege. Teachers and students have a mutual responsibility to make sure that students have passes when leaving their classrooms. Passes must have a date, time and destination on them. Altering a pass in any way will result in the loss of the privilege.

Constant requests by the same student for a pass to the bathroom should be brought to the attention of the student's parent, advisor, or school nurse for consultation.

Public Displays of Affection (PDA)

Students must refrain from public displays of affection such as kissing or other physical contact of a similar nature. Students will be advised to refrain from such behavior in the first instance. Subsequent violations will result in parental notification and/or other consequences, depending on the circumstance.

Dress Code

Expectations for appropriate school attire may include, but are not limited to, the following:

- No undergarments may be visible at any time
- Shirts and blouses must completely, and at all times, cover the abdomen, back, chest, and sides of the body. Tops with low necklines and/or that expose the midriff above the waistband are not acceptable. Sleeveless tops must be at least 3 inches wide and not expose the back.

- No clothing advertising or related to drugs, alcohol or tobacco products or that display or infer other inappropriate messages may be worn.
- No clothing or accessories, which are obscene, profane, threatening, or dangerous (including chains, heavy necklaces, spiked jewelry, etc.) may be worn.
- Clothing may not be excessively tight (such as spandex), see-through, or revealing.
- Except in cases where permission has been granted, hats and jackets may not be worn in school.
- Shorts may be worn only in the early fall or late spring at the discretion of the principal. Excessively short skirts or shorts are unacceptable. As a general guide, shorts and skirts should reach mid-thigh or finger tip length.
- Head coverings (including hats, head stockings, hoods, bandanas, or sweatbands) are not permitted, except in special circumstances approved by school administration.
- All clothing must be neat in appearance (no excessive holes, rips, or tears).
- Pants must be worn at the waist, and stay there on their own or with the aid of a belt. Pants that are excessively saggy or baggy will not be permitted.
- No attire should attract undue attention to the wearer.

Students who are not in compliance with the dress code will be given a warning and corrective action is expected, which may involve obtaining alternative clothing through a variety of means including summoning parents to the school as a remedy. Subsequent incidents will involve corrective action and may result in administrative action.

Windham School District Policy, JICA-R

Gambling

Gambling, related materials, acts of gaming or the enabling and/or promotion thereof, is not allowed on school property, or through the use of school resources – electronic or otherwise – regardless of age.

Leaving School Building or Grounds

Once students arrive on school property, they may not leave school property without a proper dismissal from a parent or guardian as processed through the main office. Specifically, students arriving to school before the beginning of school hours, by automobile, bus, or any other method may not leave school property. Once a student has arrived on campus, they are to remain on campus. Likewise, once a student is dismissed from campus, they are not to return to campus unless previously determined as part of the dismissal process; this would cause the student to sign-in with the Main Office. All wooded areas surrounding the high school are strictly off limits at all times, including during dances and all co-curricular events.

A student who leaves the school building or campus without permission of the Administration is subject to search of their person, belongings, and/or vehicle. This serves the purpose of providing a safe learning environment.

Students who are not able to comply with this issue of safety and liability may yield an administrative response of varying degrees as such scenarios may be both a non-compliance and a matter of unauthorized absence(s) from class.

School Property

All computers, books, lockers, and other materials or equipment issued to students are the property of the Windham School District. The student or parent must pay for any lost or damaged school property. Outstanding obligations from non-payment of goods, books, and official documents could result in the loss of certain student privileges and/or administrative holds on student records (i.e., report cards, diplomas, etc).

Emergency Drills

Periodically, the Administration, in concert with public safety agencies, will conduct a variety of drills in order to ensure that efficient response procedures and protocols will be met when and if a true emergency develops, thus limiting exposure to threats, injury, or harm to members of the WHS community. It is through the Division of Fire Safety for the State of New Hampshire, the codes generated from that office, and the regulations promoted by the National Fire Protection Association from which the Administration takes its lead in efforts toward prevention and mitigation.

Academic Information

Academic Integrity

Academic honesty requires students to do their own work. Students are expected to perform honestly through the production of their own work and through the demonstration of respect for the individual and the belongings of others. Absent of this, our *Expectations for Student Learning*, be it academic, civic, and social, are not being met.

Each high school course presents specific responsibilities for students to act honestly. Teachers will review with students their policies on homework, student group projects, formats for crediting sources, and issues of academic honesty including plagiarism, cheating, improper use of technology.

Plagiarism

Plagiarism is significant on two distinct levels within an academic environment. First, it is broadly applied to a myriad of violations of honesty; and second, the consequences of such behavior are severe.

With regard to the spectrum of violations, and using the resources made available by the Writing Center at Bridgewater College (VA), four (4) common infractions persist:

1. A deliberate act of putting one's name on a paper written by someone else or putting one's name on text copied from a website and pasted into a document.
2. A presentation of factual information without citing the source from which the information was obtained.
3. The use of someone else's words to present ideas, information, or analysis without use of quotation marks and citation.
4. The use of someone else's ideas, positions, or arguments without attribution.

As you read the four (4) examples described above, it is important to understand that plagiarism can be intentional or unintentional, which is yet another important factor and motivator for avoiding such scenarios.

“When a writer presents an argument, a definition, an interpretation of events, or...a text as his or her own, when in fact that argument or definition or interpretation came from someone else’s text, the writer is plagiarizing. The solution is to frame the idea by introducing it as the original author’s and by citing the source from which the idea came.” (Bridgewater, 2010)

Bridgewater College (2010). Plagiarism policy. Accessed via the internet: August 2, 2010:
http://www.bridgewater.edu/WritingCenter/plagiarism_def.htm

With regard to the consequences for this form of academic dishonesty, various responses may result, based on the severity of the offense. To this end, a faculty member is expected to assign the following as a consequence: zero credit, reduced credit, mandatory revision, or detention. An alternative, or combination thereof, determined at the faculty member’s prerogative, with the approval of a Dean or Administrator, may also be assigned. In any instance, an incidental referral is to be submitted to the Assistant Principal, as this is a matter involving student discipline.

Technology, including translators, graphing calculators and the internet, should be used as a resource, not as a substitute for original work. Misuse of these resources will be considered cheating, as will the use of unauthorized notes, copying the work of other students (with or without their consent), and duplication of work on computer disks. The penalty for cheating will be a “zero” on the assignment for all parties involved. This is particularly serious if a student(s) is involved with cheating on an assignment that holds a significant weight in determining the final grade for the course. Thus, it is possible that a student receiving “zero credit” on a major assignment could jeopardize the awarding of course credit.

In addition, students are advised that membership in any honor society can be denied or revoked if a student commits plagiarism or cheating on any assignment. Subsequent incidents may result in additional administrative action.

Duplication of Assigned Work

Assigned work to be completed in one course (class) for credit may not be resubmitted for credit in another course (class) without the specific prior approval of the teacher(s). Work assigned in one course generally has processes and criteria specific to that course. Duplication of any previously assigned work for another course defeats the purpose of the assignment.

Homework

At Windham High School, there is an expectation that students will complete homework. Homework assignments should be obtained directly from the teacher and should be recorded in a student agenda or other notebook or media used for such purposes. It is the responsibility of the student to be aware of homework assigned and to request missed homework assignments in the event of any absences.

According to Windham School District policy (#IKB), homework will collectively constitute no more than 15% of a final grade for any course; ... departments within schools will develop and adhere to consistent expectations and procedures aligned with this policy.

Faculty Responsibilities

- to provide reasonable homework assignments that are clear, specific, and geared to the maturity, various abilities, and achievement levels of the students
- to assign homework related to the course, age, and ability of students, as well as the appropriateness of homework for specific units of study and the targeted competency

- to weigh the totality of a student’s homework load when assigning homework
- to comment on and return homework in a timely manner
- to provide a homework statement in the course syllabus that clarifies homework expectations and how it will impact a student’s grade consistent with Windham High School policies.
- to assess formative homework at 15% of a student’s final grade, not to include long term assignments or papers

Parent/Guardian Responsibilities:

- establish a regular format for learning at home, such as a regular study area and hours
- contact student’s teachers or guidance counselors regarding concerns about homework
- establish with your child that homework is a priority
- review your child’s homework and offer guidance as appropriate

Student Responsibilities:

- on average, plan to spend 1 to 3 hours per night of total homework and study, depending on course of study.
- ask for clarification if assignments are not clear
- maintain an agenda for both daily and long term assignment due dates
- recognize that homework is a priority and is expected to be completed in a timely manner; do not put off long-term assignments until the night before they are due
- contact your teacher when you encounter a difficulty in completing homework (e.g. a technological glitch)

National Honor Society

The National Honor Society is an organization whose purpose is “to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership, and to develop character in secondary level students.” (NHS Const.) NHS membership is an honor bestowed by a faculty council and is based on established criteria in scholarship, character, leadership, and service. Students should confer with their Advisor, Guidance Counselor, or National Honor Society Advisor regarding application procedures.

Commencement

Commencement is an organized ceremony afforded those students who have met or exceeded the requirements for a high school diploma, as determined by the Principal of Windham High School. Participation in commencement exercises, including rituals such as marching in the processional and *walking* across a stage to receive the diploma is a privilege. Only those students who have met the requirements to graduate, fulfilled all operational, administrative, and financial obligations set forth by the Administration by stated deadlines, and are in good social standing, will be permitted to participate in commencement exercises.

Assessments

Students and parents will encounter the terms “formative” and “summative” at times during the school year. These terms refer to the two distinct types of assessments used in contemporary education.

When we refer to formative assessments, we are focused on smaller, more frequent activities and tasks given to students so as to measure effective instruction – how well it is being received and how well it is being delivered. Formative assessments are ideal to help teachers make adjustments in their delivery of course content. Homework, quizzes, small projects, and short writing exercises are only a few examples of formative assessments.

At the end of a unit or course, students are provided with assessments to measure all that they were exposed to in that unit or course. Summative assessments are these larger and less frequent efforts, such as exams, term papers, major projects, and even state assessments.

As an example, in a Driver Education course, the act of getting into a vehicle, putting on the seatbelt, driving down the street, using the directional, and parallel parking, are all examples of formative assessments. It is the road test administered by the Department of Motor Vehicles that is the summative assessment required before the issuance of a driver's license. (Garrison & Ehringhaus, n.d.)

Garrison, C. & Ehringhaus, M. (n.d.) Formative and summative assessments in the classroom. Measured Progress, Dover, NH. Accessed via the internet August 12, 2010:
<http://www.nmsa.org/Publications/WebExclusive/Assessment/tabid/1120/Default.aspx>

Grading

The Windham School District recognizes the value of grading and report cards as critical parts of a comprehensive, multifaceted system of reporting on student performance.

The main purpose of a report card is to communicate to parents and others regarding student achievement and responsibility. Report cards also serve to provide incentives and feedback to enhance student learning, and to identify or select students for certain educational courses or programs. Finally, report cards may be used to evaluate the effectiveness of instructional programs.

Academic grades will reflect the degree to which students have met the stated learning goals of a class/course and the timeliness of submitted assignments. Other academic information, such as student effort, behavior, work habits, attendance or other attributes not related to content skills and knowledge will be reported separately as deemed appropriate to grade level.

A score of 50, on a 100 point scale, is the minimum score that can be recorded for any student who has completed and submitted a summative (graded) assignment. The Superintendent directs the principal to create and implement building-wide consistent late work regulations and procedures which shall include:

- Parent contact for missing summative assignments
- Opportunities to make up missing summative assignments

Students who have not demonstrated competency on a summative (graded) assignment will be allowed to take or redo the assignment, if feasible, in order to increase their knowledge and skills to a proficient level; students must complete or engage in supplementary instructional/learning activities determined by the teacher prior to any retake or assignment revision that will allow them the opportunity to raise their performance and grade to a proficient level.

Homework will collectively constitute no more than 15% of a final grade in any course/class.

Building principals will ensure that each school, grade level, or department within a school will collaboratively develop consistent practices and procedures that fall within the guidelines of this policy; grading practices will be clearly stated and communicated to students and parents, and will be available for public review.

Due process procedures, as published in each school's parent-student handbook, apply.

Failing Grades

Students must earn a minimum of a 60% in a course to earn credit in the course. During the first one-half of a course a student shall receive a minimum grade of 50%, provided s/he has not violated the attendance policy or been removed from the class due to behavior. During the second one-half of a course, a student shall receive the actual grade for the term(s). Students must pass a minimum of two quarters for a full year class in order to pass the course and receive credit.

Summer School

Students who do not pass a course, but do earn a minimum grade of 55% shall be eligible to receive credit for the course by the successful completion of summer school. Student must remain enrolled in and attend the course(s) to be eligible for summer school. The costs of summer school and the timely submission of grades to Windham High School are the responsibility of the student or parent.

Report Cards

The main purpose of a report card is to communicate to parents and others regarding student achievement and responsibility. Report cards also serve to provide incentives and feedback to enhance student learning, to identify or select students for certain educational courses or programs, and may be used to evaluate the effectiveness of instructional programs.

Report cards are issued quarterly and are considered educational records under the Family Educational Rights and Privacy Act (FERPA). Parents and students can monitor on-going progress through their *PowerSchool* accounts. Parents who do not receive a report card are urged to contact their student's guidance counselor.

School E-mail

Each Windham High School student has access to an e-mail account to improve communication between students or parents and faculty. To this end, students are obligated to check their e-mail account at least once each school day in order to remain informed about announcements or information that is disseminated by their faculty or the Administration. This account will be used to support positive communications and must be utilized consistent with the Acceptable Use Policy. All communications – and the content attached – drafted, sent or received, on this school account are the property of Windham High School and may be reviewed or monitored at any time by authorized personnel.

No Child Left Behind-Military/College Recruitment

The Federal *No Child Left Behind Act* requires that Windham High School provide the names, addresses, and telephone numbers of all secondary school students to those military recruiters and institutions of higher learning who request this information. However, the law also allows the student or parent/guardian to request that this information not be released and requires WHS to comply with such a request. Written requests to not release such information should be sent to the high school guidance office.

Visitors to the Schools

All visitors must sign in and out at the front desk in the main office and indicate the purpose of their visit. Adult visitors, including graduated students (Alumni), will be issued identification badges to be displayed at all times while in the school. Student visitors are not permitted at Windham High School during school hours unless exception has been granted by an Administration in a timely scenario (i.e., 3 school days notice) so as to not disrupt the learning environment.

Driver Education

Driver Education is offered through a private agency. Students are selected for participation in each session by the agency. To be selected, a student must meet age eligibility requirements when the class starts. Classes are generally held after school and on-the-road driving is generally scheduled between the student and the agency. Additional information may be obtained on the Granite State Driving School website: (www.granitestatedrivingschool.com).

Fees are payable to the agency. All questions regarding Driver's Education can be answered by the private agency.

Health Services

The school nurse is responsible for the administration of health services for Windham High School. Emergency cards are sent home the first day of school and should be completed and returned promptly. Please update this information throughout the school year. Students and parents are requested to inform the nurse of any particular health problems that should be a matter of record.

Students are encouraged to discuss health matters with the school nurse. Except in emergencies, students must obtain passes from their teachers prior to reporting to the nurse's office.

All injuries **must** be reported to the nurse. First aid treatment will be administered and parents notified. **Students may never report to a lavatory or leave school due to illness or injury. All such absences from school or class are unexcused cuts from class.**

Administering Medication

All medication brought to school by a student must be secured with the school nurse. Students in possession of medication, including medications that are properly prescribed by the student's physician, will be subject to disciplinary action. Students may carry inhalers and Epi-pens for emergency use with proper documentation from a healthcare provider, provided the school nurse has knowledge of these devices. No internal medication may be dispensed or administered to any child or member of the school staff except by the school nurse. Parents are requested to contact the school nurse to communicate any medical information necessary to ensure the well being of their child.

Immunization Requirement

Each student must have had a tetanus vaccine within the last ten years. The school nurse will notify parents/guardians of students whose records do not indicate this immunization. Students who do not submit such documentation may be prohibited from attending Windham High School or admitted conditionally as circumstances require (RSA 141-C:20).

Organizations and Activities

General Information

The Program of Studies contains a complete list of all curricular and co-curricular activities. Teachers or students who desire to initiate additional activities are encouraged to contact the administration.

Fundraising

All fund raising at Windham High School on behalf of its clubs, activities, teams, or organizations must be approved by school administration and be planned and scheduled in a manner that is fair to all groups who seek to raise funds and considers the cumulative impact of fundraising on the Windham community. Such fundraising shall adhere to established procedures conditions as to purposes, records, and duration of the fundraising activity.

Athletics

Athletic Events-Attendance and Eligibility

The following athletic expectations are designed to:

- reinforce the educational values of athletics
- ensure athletic peak performance
- help to develop a “team” concept
- involve student/athlete self-discipline
- develop student/athletes who are excellent representatives of our school, our community and their families

Student-athletes are to realize it is a privilege to represent the school in co-curricular activities and it follows logically that the school has the authority to revoke the privilege when the student does not conduct him/herself in a reasonable manner. Student athletes at Windham High School are expected to be model citizens of the school in class, on the field of play, or in the community.

Scholastic Eligibility: No pupil who has failed to pass four (4) units of work during the previous quarter shall represent the school in any interscholastic contest. A minimum of four (4) units per marking period is required for participation in interscholastic athletics. A student athlete may not regain eligibility by making up academic deficiencies or failures of the regular school year during the summer months. Incompletes are not to be considered passing grades for the purpose of eligibility. The fourth quarter grades reflect a student’s eligibility for the following fall sports season. This policy is in addition to eligibility policies per NHIAA By-law Article II, Section 3.

Sportsmanship and behavior rules for all athletes: All athletes are to abide by school handbook regulations. Infractions of these rules resulting in suspension will result in the athlete being ineligible to practice or compete during the time of the suspension or restriction, along with game suspensions imposed by athletic department and or coaching staffs.

Attendance Requirements: Students are expected to arrive at school on time and attend all scheduled classes. If a student incurs an unexcused absent from school, he/she may not participate in any athletic contest or practice during that day. For contest dates falling on non-school days the student is expected to attend all classes on the previous school day. Students who are tardy and unexcused and who arrive after attendance is taken will be considered absent from school and may not participate in the day’s contest or practice without permission from the principal or designee. Students who arrive tardy and are

excused, but arrive after 11:00 am, will not be eligible to participate without the permission of the administration. Parents and students are expected to arrange appointments after school hours.

Detention: Any student receiving a detention must serve detention on the assigned day, whether or not it conflicts with any athletic contest or practice. Any questions of eligibility to participate will be resolved by an Administrator. More specific requirements for practice or performance on given dates may be prescribed by the coach but shall not be in conflict with any other school or athletic policy.

Age of Athletes: A student who has reached the age of 19 on or before September 1 may not represent the school in any interscholastic athletic contest during the school year.

Transfer Rule: A student who transfers enrollment with a corresponding move into a new school district by his/her parents or guardian shall be required to be in attendance in the new school for one year from the day of enrollment in order to establish athletic eligibility. NHIAA Bylaw Article II, Section 4 A-E: Transfer Rule. This requirement will be waived, if all the following conditions are met:

- The student has not transferred for the purpose of participating in interscholastic athletics and there has been no recruiting of the student of athletic purposes.
- The transfer rule Affidavit is completed and submitted to the NHIAA Executive Director.
- In order to participate in post season NHIAA Tournament play, a student who transfers without a corresponding move into the new school district by his/her parents or guardian must have been a member of that team for a least fifty percent of the team's regular scheduled contests.

Non-School Competition: A member of a school team, is a student athlete who is regularly present for, and actively participates in, all team practices and competition. Bona fide members of a school team are prohibited from missing a high school practice or competition to compete with an out-of-school team. There is extended research on the benefits of being a multi-sport athlete and documentation on the negative aspects of playing a single sport year round. It is our hope that you will take advantage of all that the Windham High School Athletic Department has to offer you. Whenever a conflict arises between the high school team practice/competition and an out-of-school practice, competition, camp, or clinic on the same day, the student athlete must honor the high school team practice/competition. Priority must be given at all times to the high school team, its practices, and its contests.

- Penalties: any student athlete who violates the above rule for the first time shall be declared ineligible for the next four consecutive interscholastic events, or three weeks of a season, in which the student athlete is a participant, whichever is greater. This penalty is effective from the date of his or her last participation in a high school sport. Any student athlete who violates this rule a second or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.

Library/Media Center Services

Students may come to the library throughout the school day with a staff-issued pass on a space-available basis, as well as before and after school. Students are expected to remain in the Library/Media Center the entire period unless otherwise specified by the assigning teacher. Students have the responsibility to conduct themselves in a manner that is respectful to the needs of all library users.

To ensure fair use of the resources, reminder notices will be sent when materials are overdue. Students are expected to pay the cost of any material that is not returned for any reason or damaged. Students may check out materials for various lengths of time as posted in the library using their student ID cards.

Printers and photocopiers are available for student use in the library.

Students are expected to use good judgment in determining the use of duplication services. Copyright regulations are clearly posted and students are responsible for complying with these laws. Abuse of the equipment, wasteful use of supplies, or knowingly violating copyright law will result in the suspension or revocation of duplication privileges.

The Library/Media Center hours are posted within the library.

Student Government

The student council shall provide structure for student organization and input into school matters. It shall meet regularly to organize its own activities and to communicate with the administration and faculty of Windham High School.

The following bodies will make up the student government structure:

I. The Student Body

- A. Every high school student will be a member of the student body.
- B. Every member will have the right to one vote per office in the election of class officers in his/her designated class.
- C. Every member has the right to express his/her opinion regarding the Student Government and the welfare of the school in a respectful manner.
- D. Students must be present in school to vote.

II The Student Council:

The Student Council consists of four (4) class officers from each class, and four (4) elected representatives from each class. It shall meet on a regular basis and the Student Council President will run the meeting. An advisor is appointed by the administration.

Student Identification Cards

Each student will be issued a photo identification card at the beginning of each school year. The IDs will be used to check material out of the library. Students will be expected to have their ID on their person at all times.

Student Activities

Dances

Only Windham High School students will be allowed to attend a school dance. Middle School students are not permitted to attend high school dances. Any specific attire to be worn for the dance will be announced in advance. Students inappropriately attired will not be admitted. Students will not be admitted more than one hour after the start of the dance, unless previously approved by the administration. Students are expected to enter the building as soon as they arrive and must leave school grounds immediately after the conclusion of the dance. Upon leaving the dance, a student may not re-enter the building. Responsible behavior is expected from all students. All school rules regarding student discipline, decorum and behavior that are applicable to normal school days apply at dances. As with the regular school day, the surrounding woods and parking lots are strictly off limits. Administrative action may result for students unable or unwilling to comply with these standards.

Field Trips

All students going on a field trip/class trip must complete a field trip permission form. This form requires a parent/guardian's signature of acknowledgement. This signed form must be submitted to the teacher/advisor prior to departure. It is the student's responsibility to follow the rules established by the chaperone(s) and bus driver.

All Windham High School and Windham School District policies and procedures are in effect during field trips. The principal or designee may deny a student the privilege of a field trip for violations of the Student/Parent Handbook rules.

Emergency Exits and Drills

The signal for an emergency or drill requiring the evacuation of the building will be the enabling of the audio (alarm/voice) and visual (strobes/lights) alert system. Unless otherwise instructed, students are to proceed out of the building referencing the posted room evacuation instructions, they are to assemble in designated locations, and are to take directions from faculty/staff members throughout the procedure. In some cases, a departure from the physical grounds of the campus may be necessary on foot or by transportation. In any event, a level of decorum and cooperation is an utmost priority.

Re-entry to the school building or a return to campus will be authorized by a designated Incident Commander and communicated through an effective system administered by a team of responders, commonly referred to as the "all clear" signal.

Elevator Usage

The Windham High School elevator is reserved for the use of students who have the approval of the school nurse or an administrator. Elevator use under such circumstances is limited to the approved student and one other individual who carries books and belongings of the approved student.

Search/Seizure

Students are afforded the Fourth Amendment right to be free from unreasonable searches and seizures. Long-standing legal precedent drives the School Board's efforts to provide for a safe learning environment and allows a school official(s) to conduct searches and seizures when it is reasonable to conclude a violation of rules, policies, or laws may have taken place.

The Board, in keeping with Federal and state laws, is committed to maintaining an environment for students and staff that is safe, healthy and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search by school officials of students, their personal property (e.g., backpacks, purses, handbags), vehicles or their lockers and/or desks.

The School District retains ownership and possessory control over student lockers and desks and, therefore, reserves the right to inspect lockers and desks at any time for any reason without notice, without student consent, and without reasonable suspicion.

Searches of students and their personal property within the school or on school grounds may be conducted by the principal or designee when that school official has reasonable grounds to suspect the search will uncover evidence that the student has violated or is violating School District policies, school rules, or the law.

The extent of the search of a student's person or personal property and the measures used in conducting the search must be reasonably related to the objects of the search, and must not go beyond what is warranted by the nature of the suspected violation.

Students are permitted to park on school premises as a matter of privilege, not of right. The School district retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe such search will produce evidence that the student has violated or is violating School District policies, school rules or the law.

Recognizing the danger that contraband poses to society, and students in particular, the School District reserves the right to conduct unannounced random searches at any time with the assistance of qualified law enforcement officers and trained dogs. Qualified law enforcement officers and trained dogs may be used periodically upon request of the Superintendent and/or Principal to sniff lockers, common areas, vacated classrooms, parking lots (vehicles), and school grounds.

If a search produces evidence that a student has violated or is violating the School District's policies, school rules or the law, such evidence may be seized by school officials, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Legal Reference:

NH Constitution, Pt. 1, Art. 19
State v. Drake, 139 NH 662 (1995)
State v. Tinkham, 143 NH 73 (1998)
Revised: February 2005
Reviewed: October 2004
Revised: January 2001
New Policy, July 1998

Windham School Board Policy JIH

Relevant Policies

Attendance

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session. The Board recognizes that absences from school may be necessary at times. For that reason, the Board recognizes two types of absences from school: excused and unexcused absences.

The Board considers the following to be excused absences:

1. Illness or injury as documented in writing by a parent/guardian/guardian or physician
2. School sponsored or mandated absence

3. Required court attendance
4. Medical and dental appointments
5. Death in the family
6. Observation or celebration of a bona fide religious holiday
7. Planned extended absences (i.e. college visits, etc.)
8. Absences approved by the Superintendent under RSA 193:1, 1(c)
9. Absences as a result of waivers from the Superintendent for alternative learning plans under RSA 193:1.1(h)

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

A parent/guardian seeking to have their child absent for a reason that is not otherwise excused may file a written request with the Principal that specifies why the student will be absent and for how long. The Principal will make a determination as to whether the stated reason for the student's absence constitutes sufficient reason for granting an exception to the Policy. The Principal will notify the parent/guardians of his/her decision. If the Principal determines that an exception to the Policy is not warranted, the parent/guardians may request a conference with the Principal to request that the Principal reconsider his/her initial determination. The Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. After receiving approval from the Principal, parent/guardians are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parent/guardians and the student regarding homework completion.

Building Principals are responsible for developing Student Handbooks, which will include rules based on this Policy regarding student absences, excuses and truancy. These rules will apply to all students.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitute habitual truancy.

Under New Hampshire law, habitual truancy is a ground for filing a CHINS petition in the local district court.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Principal's designee is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal or Principal's designee shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as quickly as possible.

When the Principal or Principal's designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parent/guardians, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigating the cause(s) of the student's truant behavior;
2. Considering, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involving the parent/guardians in the development of a plan designed to reduce the truancy;
4. Seeking alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Parent/guardian Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent/guardian a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent/guardian's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parent/guardians and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Additional information and resources related to this policy may be found on our district website: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm>

A hard copy of this policy is available upon request.

Allergens

The following guidelines are designed to reduce the risk of exposure to potentially life-threatening food allergens for our growing number of students with severe allergies. It is our goal to provide a school setting that minimizes the risk of accidental exposure while maintaining a safe, positive educational environment for all students.

What is Food Allergy?

Food allergies affect 8% of children under age three, 6%-8% of school-age children and 2.5% of adults. Eight foods (peanut, tree nut, milk, egg, soy, wheat, fish and shellfish) account for 90% of total food allergies, although any food has the potential to cause an allergic reaction. Those affected may be allergic to more than one food. Peanut and tree nuts account for 92% of severe and fatal reactions, and along with fish and shellfish, are often considered to be lifelong allergies. Food Allergy prevalence has increased 55% in the last five years 40%-50% of those diagnosed with food allergy are judged to have a high risk of *anaphylaxis* (a life-threatening reaction). Every food allergy reaction has the possibility of developing into a life-threatening and potentially fatal anaphylactic reaction. This can occur within minutes of exposure to an allergen. Reactions can occur simply by touching or inhaling an allergen. In some cases, consumption of as little as one five-thousandth of a teaspoon of an allergenic food can cause death.

Impact on the School

Every school should expect at some point to have students with food allergies. Schools must be prepared to deal with food allergies and the potential for anaphylaxis. Accidental ingestion of the offending allergen occurs most often at school. As many as one in five children, with food allergies will have a reaction in school. The student with an undiagnosed food allergy may experience their first allergy reaction while at school. When a physician assesses that a child's food allergy will result in anaphylaxis the child's condition meets the definition of "disability" and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, and may be covered under Individuals with Disabilities Education Act (IDEA) if the allergy management affects the students ability to make educational progress. Adequate plans and staff, who are knowledgeable regarding preventive measures and well prepared to handle severe allergic reactions, can save the life of a child. Notify the school of child's allergies. Provide updates as necessary. Help to establish a core team of, but not limited to, physician, principal, school nurse, teacher, guidance counselor and food service manager to develop and implement a plan that addresses the child's needs, including the school bus, classroom, cafeteria, assemblies, etc. A detailed Food Allergy Action Plan shall also be included. Provide written medical documentation, instructions, and prescribed medications, using the Food Allergy Action Plan as a guide. Photo of child must also be included. Provide child with a medic-alert bracelet identifying the life-threatening allergy. Bracelet should be worn at all times while at school. Replace expired and/ or used medications as per Food Allergy Action Plan. Educate the child in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). Child should not accept food from other students. Review guidelines/ procedures with core team members as soon as possible following a reaction.

Student's Responsibility

Take a proactive role in the care and management of their food allergies (age appropriate). Do not accept food items from or trade food items with other students. Avoid food items with unknown ingredients or known allergens. Immediately notify any teacher, administrator, assistant or school nurse of possible exposure to food allergen. Wear a medic-alert bracelet at all times.

School's Responsibility

Keep informed of and follow all applicable federal laws including ADA, IDEA, Section 504 and FERPA, as well as all state laws and district policies/ guidelines that may apply. Include food-allergic students in school activities. Students shall not be excluded from school activities solely based on their food allergies. Inform and update all families registered in the district about known allergens in order to minimize the risk of life-threatening exposure. Extra-curricular groups using school facilities will also be notified, and shall be excluded from using any area designated as "allergen-free". Provide all families with a copy of Food Allergy Guidelines as well as a listing of resources regarding food allergies, such as Food Allergy and Anaphylaxis Network (FAAN). Identify a core team of, but not limited to, physician, principal, school nurse, teacher, guidance counselor, and food service manager to work with parents and student (age appropriate) to establish a Food Allergy Action Plan specific to that child. Changes will be made as necessary with team participation. Consult with local emergency management personnel to establish and/ or update emergency protocols and drill procedures as needed. Educate staff who interact with students with food allergies, on a regular basis so they understand food allergy, can recognize symptoms, can take emergency action, and will work with other school staff to eliminate the use of food allergens in lunch program, educational tools, arts and crafts projects, or incentives. Identify school personnel who are properly trained to administer medications in accordance with State Nursing and Good Samaritan Laws governing the administration of emergency

medications. Coordinate with school nurse to assure that medications are stored appropriately (easily accessible, secure location such as the main office) and that an emergency kit is readily available and contains a physician's standing order for epinephrine. Practice the Food Allergy Action Plan as a drill to assure the efficiency/ effectiveness of the plan. Emergency protocols shall be updated as needed with team participation. Review Food Allergy Action Plan with core team members and physician as soon as possible following a reaction. Work with bus companies to determine appropriate management of transportation needs. Discuss planned field trips as a team to decide appropriate strategies for managing child's food allergy. Encourage parents of child to participate as a chaperone. Take threats or harassment against an allergic child seriously.

Everyone's Responsibility

Read all information made available by the school regarding food allergies. Any questions regarding the Food Allergy Guidelines should be directed to the principal or school nurse. Understand the seriousness of food allergies and consider how food choices may impact the lives of severely allergic students. Promote understanding, acceptance and compassion.

*Some information used in the preceding guidelines was developed by:

American Food Service Association
National Association of Elementary School Principals
National Association of School Nurses
National School Boards Association
The Food Allergy and Anaphylaxis Network (FAAN)
Massachusetts Department of Education
North Andover School District, North Andover, MA

*In some cases, information has been modified to meet the needs and concerns of School Administrative Unit 28.

Resources

Asthma and Allergy Foundation of America/ New England Chapter (AAFA/ New England)

220 Boylston Street
Chestnut Hill, MA 02467
Phone: (617) 965-7771 Toll-Free (877)2-ASTHMA Fax: (617)965-8886
E-mail: aafane@aol.com
Website: <http://www.asthmaandallergies.org>

Food Allergy and Anaphylaxis Network (FAAN)

10400 Eaton Place, Suite 107
Fairfax, VA 22030-2208
Phone: (800)929-4040 Fax: (703)691-2713
Website: <http://www.foodallergy.org>

American Academy of Allergy, Asthma and Immunology (AAAAI)

611 Wells Street
Milwaukee, WI 53202
Phone: (414)272-6071 Toll-Free: (800)822-2762 Fax: (414)272-6070
Website: www.aaaai.org

American College of Asthma, Allergy and Immunology

85 West Algonquin Road
Arlington Heights, IL 60005
Phone: (847)427-1200
Website: <http://allergy.mcg.edu>

American Academy of Pediatrics

141 Northwest Point
Elk Grove Village, IL 60007
Phone: (847)434-4000 Fax: (847)434-8000
Website: <http://www.aap.org>

Dey Laboratories (manufacturer of Epi-Pen auto-injectors)

Phone: (800)755-5560 Fax: (800)869-9005

Website: <http://www.deyinc.com>

Medic-Alert

2323 Colorado Avenue

Turlock, CA 95382

Phone: (800)432-5378

Website: <http://www.medicalert.org>

US Department of Education - Office for Civil Rights

Ruth Ricker, Technical Assistance Specialist

Phone: (617)223-9680

E-Mail: Ruth.Ricker@ed.gov

Website: OCR_Boston@ed.gov

Seacoast Food Allergy Group

Portsmouth, NH

Phone: (603)964-8060

Computer Use Policies & Procedures

The Windham High School provides computers for student and faculty use. The use of the computers, network and access to the Internet is a privilege and must be respected and used wisely. The guidelines below provide appropriate and ethical use policies. A signed laptop agreement form is required in order for a student to be issued a laptop computer. The forms are kept on file. If a student violates any of these policies, he/she may face disciplinary actions which may range from a warning to a suspension.

- All students are issued a PowerSchool account. Students are encouraged to use their PowerSchool login to check their grades, conduct, and attendance information.
- Keep your login and password private; use by anyone other than yourself creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the Technology staff.
- Always log out of the network so that your files, password, and network access is protected from abuse by others.
- Academic use always takes priority over personal use of computers.
- Internet access is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented.
- Students are ultimately responsible for backing up their data. File syncing and server space on WHS servers is provided as a convenience only. WHS is not responsible for any data loss.
- Students are responsible to bring a fully charged laptop to school each day. For laptops with changeable batteries, replacement batteries may be obtained in the media center. Students who abuse this privilege may be limited to the number of batteries they may obtain. For laptops with non-changeable batteries, laptops may be dropped off for charging in designated areas on a first-come first-served basis, subject to review.
- Cleaning the computer is to be done with a soft cloth. Do not spray anything directly on the computer.
- The laptop is not to be left in a vehicle, especially during extreme hot or cold temperatures.
- Students must not attempt to fix or repair their MacBook. Students must contact WHS Tech Services staff.
- Students must comply with trademark and copyright laws and all license agreements.
- Do not send a file to the printer a second time if a document does not print. Ask for assistance if you have trouble printing.

- Any communication and/or work done on WHS computers must meet the standards with regard to laws governing privacy, copyright, sexual harassment, plagiarism or forgery.
- The Windham School District is not responsible for supporting home network and Internet connectivity.
- Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in the cancellation or restriction of privileges and appropriate disciplinary action will be taken to include possible loss of computing privileges, detention time, suspension and/or expulsion.
- School administrators reserve the right to restrict student accounts on the network to prevent unauthorized activity.
- A loaner laptop will be provided to the student in the case of warranty repairs or accidental damage at the discretion of the Tech Dept. A loaner will not be provided if the laptop was damaged by abuse, neglect or malicious intent. A loaner will not be provided if the student failed to bring his/her laptop to school. Students are responsible for all work issued even when they do not have a laptop. Failure to return a loaner on the specified due date will result in detention the following day.
- Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the WHS Bullying /Harassment policy.
- Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the Laptop Accidental Damage/Loss Policy.

Laptop Theft or Loss

In the case of a lost or stolen laptop the following procedures must be followed:

- The lost laptop must immediately be reported to the WHS Tech. Services Dept. and the School's Resource Officer.
- If the laptop is not immediately found and is believed to be lost or stolen a police report must be filed by the parent or guardian.
- Only after a complete police report has been received will the student be allowed a loaner laptop. The determination of whether the student will be allowed to take the loaner off school grounds will be decided on a case-by-case basis.
- Only after the missing laptop has been determined to be a total loss will be a replacement laptop be provided.
- Laptops lost or stolen outside the state of New Hampshire will not be covered by any limited liability coverage the school may provide that would normally apply for similar in-state incidents. In such cases the parent/guardian assumes full financial liability to replace the laptop at full cost.

“Three Strikes” Disciplinary Policy

Strike 1 - Student will receive a warning about proper laptop use and care.

Strike 2 - Student will receive a detention as well as an additional discussion on laptop use and care.

Strike 3 - Student will be under restricted use of his/her laptop and will not be allowed to remove the laptop from school grounds for three days. During this time period the student will also be required to sign out his/her laptop each morning and return it each afternoon for inspection and overnight storage. Failure to do so will result in additional disciplinary action. Additional strikes will be automatically handled by the school administration. Students may only use their school issued password on any WHS computer. Any other passwords are prohibited and student may face disciplinary measures, file deletion or system restore.

Tier 1 Offenses - The “Three Strikes”
Disciplinary Policy applies to the following offenses.

- Students shall not allow other persons to use their name, login, password, or files for any reason unless specifically directed by a faculty or staff member.
- Eating or drinking near computers is strictly forbidden. Laptop computers should not be taken out of their case when in the cafeteria.
- Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are filtered or blocked. Students shall not intentionally access or attempt to access these sites.
- A student may not download and/or install any additional software, applications, plug-ins, add-ons or extensions that are not for educational purposes only.
- Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at anytime.
- Desktop computers in the WHS computer labs are shared by all students and faculty. Do not change the settings without permission.
- Students shall not damage, degrade the performance of, or abuse anyone’s laptop computer.
- Only games authorized by WHS will be allowed. Use of any other games is not allowed, which would include but is not limited to; plug-ins, add-ons, extensions and applications.
- Students may not access web sites, newsgroups, or “chat” areas that contain material that is obscene or promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a WHS staff member.
- Illegally obtained or shared music, movies and/or other media is strictly prohibited on any WHS computer. Any illegal media that is found will be immediately removed.
- Chat programs are not allowed.
- Use of streaming video sites such as “YouTube” for non-educational purposes is prohibited.
- Clip-on protected cases are not allowed on laptops.
- Students must have their laptops with them, locked in their school lockers, or in a designated area. Laptops must not be left unattended. Faculty will pick up and deliver unattended laptops to the Principal’s office.
- All laptops must be carried in the provided case at all times when not in use to avoid accidental damage. Laptop cases should not be thrown or tossed around. Shoulder straps are prohibited on the laptop cases. Laptop should never be kept in a backpack, even if the laptop is already stored in the school provided case. There will be no exceptions.
- WHS supplied laptop bags are for laptop storage and transport only. No other items should be stored in the laptop bag.
- Students are not to deface their laptops in any way, e.g., with stickers, tape, white-out, marking pens, etc. Students may decorate their laptop bag only. Laptops are not to be altered in any way. Laptops must be returned in original condition. Each MacBook is labeled with a district identification barcode and student identification label. Students must not remove these labels.

Tier 2 Offenses - Saturday Detention

- Computers may not be used to make sound recordings or digital images without the consent of all those being recorded.
- Students shall not use or attempt to discover another student's password. Use of another student's laptop or files is prohibited except if required for collaborative learning.
- Deliberate attempts to degrade, disrupt or alter any network or system performance will result in disciplinary action.

Tier 3 Offenses - Suspension

- Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of computer privileges and appropriate disciplinary action.
- Students will not attempt to override the Internet filtering software or other network configurations. Students also agree not to disrupt Windham's computer systems and network, or log in as an administrator for any reason, including the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disruption of the school systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

Laptop Equipment Accidental Damage/Loss

Please read the policy to understand your family's rights and responsibilities, and what is covered. Windham High School is currently self-insured. The Windham School District is charging each student an annual fee to provide accidental damage and loss coverage for your child's equipment (Laptop, Charger & Case) to protect each family from costly repairs and/or replacement fees. Please help us keep the yearly fees low by taking very good care of the equipment. The fee for your computer is collected by the Windham School District, however, students who may make claims may be assessed additional costs as indicated below.

A. Costs

1. The yearly fee for accidental breakage/loss coverage is \$35. This coverage is good for one school year. Should there be a claim for equipment damage, there are three tiers of costs. The Tech Department will determine which tier the claim falls based on the extent and cost of the repair.

Tier 1:

- The cost for Tier 1 is \$0 and is covered by the initial fee. Tier 1 would be for minor claims or parts where the damage is somewhat inexpensive to repair. Most repairs fall under this category.

Tier 2:

- The cost for Tier 2 is \$50. Tier 2 would be for moderate claims or parts such as replacing the CD-ROM drive, replacing lost/stolen charger, etc.

Tier 3:

- The cost for Tier 3 is \$100. Tier 3 is for expensive claims such as unintentional spill damage, cracked screens, or total loss.

2. If your claim involves damage from different tiers you will be charged the highest of the tiers.
3. The student **must** use the provided padded laptop case for their laptop. Padded **backpacks are not** adequate protection from damage when other items such as notebooks, binders, or books share the same space in a padded backpack. If the provided case is not used a higher repair Tier may be charged.
4. The school administration has the final say in determining repair situations.

B. Covered Equipment

1. The insurance provided applies to any equipment issued to your child by Windham High School, whether it is the originally issued equipment, a loaner, or a replacement.
2. The deductible is payable, whether the equipment is the original, a loaner, or a replacement. For example, if your child has been issued a loaner laptop and breaks the loaner laptop, there will be a deductible due for the breakage of the loaner laptop.
3. There will not be an additional fee for the use of loaner equipment.
4. The data contained on the laptop is not covered by this policy, nor are CD-ROMs or DVDs that may be in the laptop. There is no provision for the time or cost needed to replicate any missing data.

C. Exclusions

The annual accidental fee does not cover damage or loss caused by, or resulting from, the following:

1. Dishonest, fraudulent, malicious, or criminal acts.
2. Any loss to accounts, valuable documents, music, videos, records, or assignments and/or their affects on grades,

GPA's, special group considerations such as valedictorian, college or university admission, or employment. **Students are responsible for backing-up their own data.** A claim will only cover material issues with the Equipment, not lost opportunities or data.

3. Any loss caused by **your** failure to use all reasonable means to protect the equipment that has been damaged.
4. Disappearance not accompanied by a police report.

D. Repair Procedures

When you have an issue with your equipment:

1. Go directly to the Windham High School Tech Department-Room D202.
2. The Tech Services Department will examine the equipment to determine if there is an issue and the appropriate action.
3. If there is damage, the student will report the damage to the Tech Services Department. The student will log the damage/issue into the database. The Tech Services Department will examine the equipment; process the claim and the deductible collection, if applicable.
4. In cases of theft or disappearance, a police report must be generated by the student, before loaner/replacement equipment is issued. The police report must also directly mention the loss of the equipment and the circumstances surrounding the loss.

Laptop Agreement

The Student Responsibilities described below are to be read, understood, and accepted by the students and parents/guardians; in signing the receipt of this Student Handbook, students and parents/guardians agree to abide by these Student Responsibilities and the WHS Computer Use Policies & Procedures therein. Parents/guardians assume any financial responsibility for damages not covered by warranty, as outlined in the Laptop Equipment Accidental Damage/Loss Policy.

Student Responsibilities

I have received and agree to abide by the WHS Computer Use Policies & Procedures and abide by all local, state, and federal laws.

I agree that my use of WHS technology is for educational purposes only.

I agree that use of WHS technology is a privilege. I am responsible for the proper care of my WHS issued laptop, as well as any other WHS technology equipment I use.

I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access and other school systems.

I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or WHS staff member.

I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.

I agree that I will not install, download and/or otherwise utilize any software that is not authorized by the WHS Technology Department.

I will not remove programs or files from my WHS issued laptop.

I understand that all files stored on my WHS issued laptop will not be private. WHS personnel can review laptops and/or files at any time.

I understand that it is my responsibility to store all my files in my Documents Folder and sync all files with the server on a daily basis, as it is not automatic. Movie, music, iWeb sites, and/or picture files will not be synced to the server. These files should be backed up to other sources, such as a flash drive, external hard drive and/or CD/DVD.

I will not attempt to repair my WHS issued laptop nor will I attempt to clean it with anything other than a soft cloth.

I will report any problems with my WHS issued laptop to the WHS Technology Services Department.

I will treat my WHS issued laptop with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.

I will place my WHS issued laptop in its protective case when not in use and when it is being moved or carried. I will carry the WHS issued laptop case by its handle and will not add a shoulder strap to the case. I will not place the WHS issued laptop in any other case but the WHS issued case and I will not place the case into any other case, backpack and or shoulder bag.

I will return my WHS issued laptop when requested. Upon my withdrawal from WHS, I will return the issued WHS laptop, power cord and black case.

Student Records

The Family Educational Rights and Privacy Act (FERPA), state and Windham School District policy (#JRA) guides the maintenance, custody, and access of educational records. A copy of the District's policy is available by contacting the Main Office, the SAU, or through the following electronic source: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JRA>

Requests for inspection of records should be made in writing to the principal, and the principal shall arrange such inspection in a timely manner and under conditions that are reasonable (see policy) as to time and place for both the requesting party and the school in accordance with district policy.

Single copies of student records will be made available free of charge. Duplicate copies, or second copies of original materials shall be made available at nominal cost. Requests for copies of records must be made in writing to the principal and the school shall be accorded reasonable time to produce the requested copies. The Principal reserves the right to withhold the distribution of student records, including a diploma or certificate of attendance, until all fiduciary responsibilities are met.

School district personnel with legitimate educational interests, as determined by the Principal, may be permitted access to such records without parental consent.

Non-Custodial Parents

Parents seeking dual notification of records and reports should contact their child's school counselor for further information.

Contact Information

The name and address of the administrator in charge of any particular student record may be obtained from the office of the Superintendent of Schools, SAU 28, 19 Haverhill Road, P.O. Box 510, Windham, NH 03087.

The following are some of the policies that govern the operation of Windham High School and/or the Windham School District. Complete policies are located at the Office of Superintendent of Schools, Haverhill Road, Windham, New Hampshire

Working Papers

Students under the age of 16 who wish to obtain working papers can obtain an application from the main office. The employer must complete the form and the student must bring the form to the main office of the school with an original birth certificate and a letter of intent to hire from the employer, including the employer's Federal tax I.D. number. Both the student and a parent must be present to sign the form.

Homeless Students

Students who are homeless or may become homeless during the school year have rights to an education. Parents and/or students who may be homeless should immediately contact the principal, the school nurse, a guidance counselor or other staff member for assistance and guidance.

Disability Access

The policy of Windham High School is to provide access to facilities and programs for physically disabled students, parents, and guests.

Non-Discrimination Statement

The Windham School District does not discriminate in policies and practices on the basis of age, race, color, religion, national origin, gender, or marital status. Inquiries concerning application of these standards may be referred to the Superintendent of Schools.

Section 504 of the Rehabilitation Act of 1973

To become eligible for services and protection against discrimination on the basis of disability under Section 504, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that “substantially limits one or more major life activities”. Questions regarding 504 plans at WHS can be addressed through the Special Education Administrator at Windham High School or the Director of Special Education at the Office of the Superintendent of Schools.

The Windham School District does not discriminate on the basis of physical or mental disability in its policies or practices. A grievance because of alleged violation of the act shall be filed with the building administrator or Superintendent of Schools, SAU 28, 19 Haverhill Road, P.O. Box 510, Windham, NH 03087.

Handbook Receipt/Policy Acknowledgement

My student and I have received the *2011-2012 Student Handbook*, and understand it is our obligation and right to review and familiarize our selves with the policies and procedures therein. My signature below affirms that I understand that the content, directives, and guidance set forth in this document, combined with existing District policies and State regulations, as interpreted by the Administration, will be used for academic, student, and operational matters.

Student Name (printed)

Student Name (Signature)

Parent/Guardian Name (Signature)

Date

Publication

As part of your child's educational experience he or she may have the opportunity to publish documents and/or participate in events on the World Wide Web. Such documents may include, but are not limited to an article, poem, artwork, project, prose, photograph, etc., and may include identifying characters or names, such as in the case of works of art. Such artifacts and documents may be published with permission.

Media

Many school related activities are photographed or videotaped and broadcast throughout the school and/or district during the course of the school year and beyond. Local media are also sometimes present to photograph, videotape, or otherwise record events with their own intent to publish in various media, both locally and worldwide.

Windham School District guidelines state that published documents may not include a student's phone number, street address, or box number; documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in a school-sponsored activity; documents must conform to Windham School District Policy and established school guidelines.

Additionally, media to be published must be properly vetted by the Administration or designees.

Check ALL Permissions that apply:

I understand through the course of my student's educational experience that his/her image, likeness, recording, may be obtained and archived for reasonable educational purposes (i.e., yearbook, curriculum delivery, school-sponsored events, etc.).

(Internal)

I understand through the course of my student's educational experience that his/her image, likeness, recording, may be obtained and archived for reasonable educational purposes (i.e., yearbook, curriculum delivery, school-sponsored events, etc.), and may be published in various forms of media, including, but not limited to, periodicals, public access television, newsletters, internet, etc.

(External)

I understand through the course of my student's educational experience that his/her products or performances, including but not limited to works of art, prose, poetry, or creations, may be published or otherwise promoted for common educational purposes through various media, including but not limited to public display, television, periodicals, or the internet.

I **do not** wish for my student's image or likeness, to be otherwise recorded.

Student's name: _____
please print

GBS WCS WMS WHS
please circle

Signature of Parent/Guardian _____

Date _____

Intranet/Internet Acceptable Use

Windham School District Intranet/Internet Acceptable Use Policy Form

Please Note: If the student is under the age of 18, both the parent or guardian and student must sign this form.

Student Authorization:

I certify that I have read and that I understand the Windham School District Intranet/Internet Acceptable Use Policy. I agree to abide by all the terms and conditions stated in this policy. I understand that if I violate any terms or conditions set in this policy, my Intranet/Internet access privilege may be revoked and that I will be subject to disciplinary action. I also understand that violation of this policy may subject me to criminal and/or civil liability. I agree to report any misuses of the District's computer network or Intranet/Internet services to the District's network administrator. I will use the District's computer network, Intranet/Internet services entirely at my own risk and I hereby release the District, and agree to indemnify the District and hold the District, and its agents, officers and employees harmless, from any claims arising from my use of the District's computer network and Intranet/Internet services.

<p>Student Name (print): _____</p> <p>Student Signature: _____</p>
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Parent/Guardian Authorization:

As parent /guardian of the above named student, I have read and discussed the Windham School District Intranet /Internet Acceptable Use Policy with my child. I understand that this access is designed for educational purposes. I understand that some materials accessed on the Intranet/Internet may be illegal, defamatory, inaccurate, or potentially offensive, and although the Windham School District has taken precautions to filter these materials, such exposure may still occur. I understand that if my child should commit any violation, his/her access privileges may be revoked and school disciplinary action will be taken. I accept all financial and legal liabilities that may result from my child's unacceptable use of the Intranet/Internet. In addition, I accept full responsibility for the supervision of my child, if and when he/she uses the Internet outside of a school setting. I understand that my child's use of the District's computer network and Intranet/Internet services is entirely at his/her own risk and I hereby release the District, and agree to indemnify and hold the District, its agents, officers and employees, harmless, from any claims arising from or related to my child's use or unacceptable use of the Intranet/Internet. Finally, I hereby give my permission to the Windham School District to allow my child access to the Windham School District's Intranet/Internet computer network.

<p>Parent/Guardian Name (print): _____</p> <p>Signature (required): _____</p>
