

WINDHAM HIGH SCHOOL

**A community of learners who
wonder, explore, and achieve**

Student Handbook 2011-2012

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This handbook is a resource for students throughout the year, and is provided to all students as a link on their computers. Students and parents are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the RSU #14 Board of Directors policy manual. In case of a conflict between the handbook and school board policies, policy governs. The RSU #14 Board of Directors and the Windham School Department reserve the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and the RSU #14 School Department, to the extent permissible by law, expressly disclaims any liability which might otherwise be incurred.

This handbook is official notification to students of their responsibilities as a school citizen at WHS. Ignorance of these rules is no excuse for not complying with them. These rules may be modified by administration as circumstances require.

Note: Text in italics is common language, determined by the School Board and Superintendent, to be included in all handbooks in the RSU #14 District.

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WINDHAM HIGH SCHOOL MISSION STATEMENT

Windham High School is a community of learners. We offer a safe, welcoming environment built on a foundation of pride, trust, honesty, and respect. We believe that the physical, mental, and social well-being are building blocks for personal and academic success. Our commitment to quality education emphasizes individualized learning experiences, challenging academics, and varied opportunities for creative thinking and healthful risk-taking. Exposure to the arts, to careers, and to areas of personal interest invites meaningful planning for the future. Our fundamental goal is to foster a passion for lifelong learning. **Windham High School is truly a place where all can wonder, explore and achieve.**

EXPECTATIONS

Academic Expectations

- Every student will read, write and speak effectively.
- Every student will use inquiry, investigation, and decision-making to solve problems.
- Every student will effectively utilize technology as part of his/her learning process.

Social Expectations

- Every student will have multiple opportunities to understand the connection between his/her behaviors and their impact on others.

Civic Expectations

- Every student will have multiple opportunities to be an informed and involved citizen.

SCHOOL SONG

GO YOU WINDHAM WE'LL FIGHT FOR YOU
OUR COLORS WAVING GLORIOUS OF OLD
AND WE WILL STAND FOREVER TRUE OUR WINDHAM ONTO VICTORY OUR
TEAM SO BOLD
COME ON NOW WAVE THE FLAG FOR OLD WINDHAM HIGH
OUR FAME WILL EVER BE
SO CALL OUT THE CRY, ONWARD WINDHAM HIGH
CHEER ON TO VICTORY

SCHOOL COLORS

MAROON, WHITE, and LIGHT BLUE

SCHOOL HOURS

School Day	Monday – Friday	7:25am-1:54pm
Main Office	Monday – Friday	7:00am - 3:00pm
Student Services Office	Tuesday M, W, R, F	7:00am - 5:30pm 7:00am - 3:00pm
Special Education Office	Monday - Friday	7:00am - 3:00pm
Library	Monday - Friday	7:10am – 2:30

ATTENDANCE

(Summary- for complete policies see JED-R1 & JEA)

Regular and punctual school and class attendance are essential to the student's educational success. Students are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Board policy as follows: personal illness; an appointment with a health professional that must be made during the school day; observance of a religious holiday; a family emergency; or a planned absence for a personal or educational purpose which has been approved in advance by the school. Other absences are considered unexcused and may result in disciplinary consequences and loss of credit for missed assignments.

Goals and Objectives of the Comprehensive Student Attendance Policy

Goal #1: The first goal of the Comprehensive Student Attendance Policy is to improve overall student attendance.

Objectives:

1.1) Exclusive of excused (**legal**) absences, each pupil will attend school for the requisite number of days during each academic year.

1.2) Exclusive of excused (**legal**) absences, each pupil will be in attendance on time, both for the start of school as defined for each student and for individual classes during the school day.

1.3) Exclusive of excused absences, each pupil will remain in his/her classes throughout the allotted time.

Goal #2: The second goal of the Comprehensive Student Attendance Policy is to improve student achievement through the application of appropriate attendance guidelines.

Goal #3: The third goal of the Comprehensive Student Attendance Policy is to develop strategies to determine the root causes of poor student attendance.

Windham High School believes that it is the joint responsibility of the school and the home to assist students in the development of responsible habits of punctuality and attendance. A student's participation in classroom activities is a vital part of his/her general education and contributes in a positive way to the learning of all. Therefore, in accordance with Maine law, the following procedures regarding attendance will be adhered to as WINDHAM HIGH SCHOOL REGULATIONS:

Attendance limits: A student is considered absent from class if they miss 20+ minutes of class time. An attendance print out will be enclosed with each report card (this information is also provided on the parent portal of Infinite Campus); students will have 2 weeks to clear any discrepancies and get doctors' notes for any days to be waived. Students who reach 4 days of absence in a quarter class, 8 days of absence in a semester class or 15 days of absence in a year class, will receive no credit for that class. Only waived, suspended and field trip absences do not count towards losing credit. A letter will be mailed home when a student has exceeded the attendance policy.

Final exam exemptions: (This policy is under review for possible revision this year. Until a change has been approved the current policy remains in force) Midterms are required of all students. A student with 2 or fewer absences from a semester class or 4 or fewer absences from a year class and have an 85 average are exempt from taking a final exam in that class. A student who maintains a 93 average in the course and who does not exceed the attendance policy is exempt from taking the final exam. A student may choose to better their grade and take the exam but it will be at their choice. None of the absences may be unexcused. Any senior who does not exceed the attendance policy and who has a 93 average in a class is exempt from taking the final exam in that class. Suspended days **DO** count toward the exemption policy.

Excused absences (EA) may be granted for personal illness, family emergencies, medical appointments or observances of recognized religious holidays. **These absences count towards finals** and losing credit. **A parent of the student should call the school between 7 and 8 a.m. to report the absence and reason.** It is the responsibility of the student to arrange with teachers a time to complete make up work.

Unexcused absences parent aware of (AU): Parent allows student to stay home for a reason other than those accepted by State law cannot be excused but will have no administrative discipline. Because it is still an unexcused absence, the student will receive zeros for work missed, **and automatically have to take finals.**

Unexcused absences (UA) are recorded when a parent does not report the absence of the student, they will receive a zero for the work missed on the date of the absence **and automatically have to take finals for classes missed that day.** Students who are absent from school without an excusable reason may be considered truant and subject to disciplinary action.

Tardies to class: Students are considered tardy if less than 20 minutes late to a class. At 3 tardies to a class, a teacher meets with student and may issue a detention, at 4 tardies to class teacher contacts parents and issues a detention, at 5+ tardies the teacher contacts parents, issues a long detention and notifies an administrator of chronic tardiness. In addition, students who accumulate more than 5 tardies may not be allowed to bring their vehicles to school for the rest of the semester.

Dismissals (DI): When a student needs to be dismissed she/he should bring in a note or have parent call with the time and reason for dismissal **prior to the dismissal**. A dismissal will be considered an absence if the student misses 20+ minutes of class time. Dismissals will be excused only for the reasons listed under excused absences. These absences do count towards losing credit (**and taking finals**). Students who become ill during the school day **must** report to the nurse's office to be dismissed, and must be signed out through the main office **prior** to leaving the building. Failure to do so will result in this being treated as a class cut.

Dismissals unexcused reason parent permission (DU): When a student is dismissed by parent for any reason not approved of by State law it will be considered unexcused. These absences do count towards losing credit and (**automatically having to take finals**).

Planned absences (PA) for personal and/or educational purposes **must be requested two weeks in advance** and approved by administration. Students **must** do a report to excuse travel absences. It is the responsibility of the student to arrange with teachers a time to complete make up work. These absences do count towards losing credit **and taking finals**.

Field trip (NA): Students are responsible for getting work that will be missed **prior** to a field trip, and are expected to be prepared for the next class. These absences **do not count towards finals** or lost credit.

College Visits (CV): Senior and junior students are given the opportunity to visit colleges that they are considering applying to or attending. Students are allowed to miss two days in both the 11th and 12th grade for visitations and have the days be marked as CV and do not count against attendance.

Truancy: If a student is absent 10 unexcused days or 7 consecutive unexcused days, (s) he will be considered habitually truant and may face a hearing before the Board. Parents may be fined as permissible by law.

NO SCHOOL ANNOUNCEMENTS

In the case of inclement weather, the Superintendent, Director of Transportation, and the Public Works Department make every attempt to reach a decision regarding the cancellation of school as early as possible. There is sometimes a delay between the time we place our call and the time the announcement is made. However, by listening to one of the following stations you will be notified of “No School.”

Windham Cable (Ch 7), Channel 6 (WCSH-TV), Channel 13 (WGME-TV), Channel 8 (ABC-TV) WPOR (101.9 FM), WGAN (560 AM) WGMX (93.1 FM) WYNZ (100.9 FM, check the district website, www.windhamraymondschools.org, or call 892-1810 and there will be a recording if there is no school or a delay. (Please sign up for text alerts so that you are immediately informed.)

STUDENT CODE OF CONDUCT

(Summary- for complete policy, see JICDA)

The Windham School Committee is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

Windham has established a set of expectations for student conduct, based on the values identified by the community. The Core Values are: Respect; Responsibility; Integrity; Compassion; Courage; Honesty.

The Board believes that each member of the school community should take responsibility for his/her own behavior. The Board recognizes the need to define unacceptable student conduct, identify the possible consequences for it, and ensure that discipline is administered fairly, promptly and appropriately. This applies to students on school property, in attendance at school or at any school-sponsored activity, or whose conduct at any time interferes with the operations, discipline or general welfare of the school.

EXPECTATIONS FOR CONDUCT

Every student is expected to comply with school rules and the direction of staff, to observe proper standards of behavior and language, and to show respect for self, property, fellow students, and the school staff. Attendance at school is not a right, it is a privilege.

Windham High School administration has several levels of disciplinary consequences for violations of school rules. These range from parent conferences to after school detention, in-school suspension, school

service and out-of-school suspensions. In the most severe cases, there could be a referral to the Board of Directors for expulsion from school.

Any student who accumulates 3 out-of-school suspensions will be referred to the Superintendent for a possible hearing with the Board of Directors for expulsion. Administration reserves the right to adjust disciplinary procedures whenever necessary, and to impose discipline based on circumstances on a case by case basis.

- [Class cuts and Leaving Without Permission](#) - 1-3 offenses Late Night detention, more than 3 offenses may result in In-School Suspensions. Students who leave school grounds without permission and return are subject to search.
- [Truancy](#) - (absence from school without parent permission) In-School Suspension.
- [Insubordination, swearing or inappropriate language](#) will result in, depending on the frequency and severity of the infraction, after school detentions, In-School suspensions or Out-of-School suspensions.
- [Failure to stay for an After School Detention](#) – When a student fails to stay for a detention that student will receive a second detention. Upon the 2nd offense and all of those thereafter will result in Late Night detention. Failure to stay for a Late Night detention will result in an in-school suspension AND another Late Night detention.
- [Failure to report or complete In-School Suspension](#) - Student will be suspended until next In-School day, when they must come back and complete the day of In-School.
- [Fighting](#) - out of school suspension for up to 10 days. Students engaged in fighting may be arrested by the school resource officer for disorderly conduct.
- [Substance use or possession](#) – out of school suspension for 10 days, a meeting with the parents and counselor and a screening assessment are required for re-entry to school.

DETENTION

Teachers may issue detentions or the administration may issue office detentions. There will be a 24 hour notice given. In the event the detention is not served, In-School or Out-of School suspension may occur. **Work, no ride, or babysitting are not reasons for missing detention.** Only reasons excused by administration **prior** to the detention will result in an excused miss of detention. Doctor's appointments must be documented to the assistant principal to excuse a missed detention. (Also see board policy JKB)

SUSPENSIONS

(Summary-for complete policy see Policy JKD)

The School Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) consecutive school days. Any student suspended from school shall become ineligible to participate in extracurricular activities or any other school functions and is prohibited on school grounds when school is in session. When an accumulation of suspensions totals three (3), a meeting will be held with the superintendent, administration, parent and student. During this meeting, the superintendent will determine if the student is to go before the School Board for a possible expulsion.

ACADEMIC INTEGRITY STANDARD

Windham High School recognizes that academic integrity (honesty) is absolutely vital to the purpose of all schools. All students are encouraged and expected to model academic integrity. Failure to do so jeopardizes the core and foundation of sound educational practice. Therefore, students who choose not to practice academic integrity are not only harming themselves, but are also jeopardizing the educational mission of our high school. The Windham High School community understands that guidelines surrounding student work must be followed in order to ensure an environment that cultivates academic integrity.

Academic Integrity is defined as the practice of performing your work and assignments within the guidelines set by teachers. It includes never representing another's work as your own.

Examples of Academic Dishonesty would include: (but are not limited to): Writing formulas, codes, or key words on your person or any other objects for use in a test or quiz. Using hidden reference sheets or copying during a test or quiz. Copying, faxing, duplicating or exchanging assignments that will each be turned in as an "original." Using information from stolen tests or answer keys. Using programmed material in electronic devices when prohibited. Exchanging answers with others (either giving or receiving answers). Taking someone else's assignment and submitting as your own. Submitting material, written or designed by someone else, without giving the author/artist name and/or source. (E.g. plagiarizing; use of translators; submitting work created by family, friends or tutors). Taking credit for group/lab work, when little or no contribution was made. Assisting others to cheat. Violating any teacher classroom rule in regards to test taking and reports. Although not part of this standard, all students are encouraged to report to a teacher or administrator other students who are engaged in Academic Dishonesty.

CONSEQUENCES FOR ACADEMIC INTEGRITY

FIRST OFFENSE

- 0 on assignment
- Parental Notification:
Teacher will contact parent to notify them of the violation via phone or mail and an Administrator will set up a meeting with teacher, student, and parents.
- Notification of an administrator who will notify student's other teachers, counselor, coaches / advisors, and any Honor Societies which the student may be a member of.
- Late Night Detention

SECOND OFFENSE

- Same as first offense.
- Additional consequences will include ineligibility for Valedictorian, Salutatorian, and Honor parts.
- One day of In-School Suspension
- **In addition, a 2nd offense in *the same course* may result from removal from that course based on a conference with the students and parents.**

THIRD OFFENSE

- Same as first offense.
- Ineligibility for academic -based awards and scholarships
- Administrative action such as In-School Suspension or Suspension from School
- **Permanent notation on transcripts - notation of "Violation of Academic Integrity Standard"**

APPEALS PROCESS- An Academic Integrity Board will be set up consisting of one administrator, two faculty members, and two students. The Academic Integrity board will hear and decide upon all appeals by students regarding violations of the Academic Integrity Standard. The Academic Integrity Board will convene on an as-needed basis. The Academic Integrity Board will also have the power to delete offense(s) from a student's record, if such a request is made during the first semester of the student's senior year, and the student presents evidence that such a waiver is warranted.

This Standard covers all years a student is in attendance at Windham High School.

ADVERTISING IN THE SCHOOL

No student will be required to watch televised or videotaped presentations that include commercial material. Any parent who would like to have their child excluded from such presentations must contact the school in writing to make the request. Any posters or announcements that wish to be hung up in the hallways must be given administrative approval. Students must have parental permission to view any movie with greater than a PG-13 rating. (Policy KJ)

AUTOMOBILE PROCEDURES

Students wishing to park in the designated student parking area may do so upon filling out a Driver Registration Form, which requires acceptance of vehicle use rules and both student and parent signatures. All vehicles must be registered with Officer Smith and an official 2011-2012 WHS hang-up tag must be hung on the rear view mirror. There is a \$5 fee for a parking hang-up tag. All cars must have a permit to park on school property and are subject to tickets and/or towing if they are in violation.

Seniors, who remain in good behavioral and attendance standing, may have the privilege to drive to the vocational center. This privilege comes with great responsibility as well – senior students may not transport underclassmen students to or from the vocational centers. Violation of this driving privilege will result in a loss of driving to school privileges. Underclassmen vocational students are not permitted to drive to or from the vocational centers. Students who violate Vehicle Use Rules may be subject to the following: fines, loss of driving privileges, towing of vehicle and other school disciplinary actions.

BACKPACKS

Because of safety concerns, backpacks will not be permitted to be carried during the school day. (7:25-1:54) All students are encouraged to store their belongings in their lockers. Students who are tardy to school or returning from Voc should put their backpacks in their lockers upon arrival. Students will be allowed to carry a pencil case, small purse (6" x 10"), or a computer case with them.

BOMB THREATS

(Summary- for complete policy see EBCC in appendix)

Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public

safety services. These effects occur even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority.

Making a bomb threat is a crime under Maine law. Any students or other person making a bomb threat shall be reported to law enforcement for investigation and possible prosecution. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat or engages in other conduct prohibited under the Board's policy.

BUS PROCEDURES

(For full Policy EEACC see appendix)

All students using the school bus must observe and obey all transportation rules. Any violations of these rules are subject to disciplinary action including the possible loss of bus privileges. Any student wishing to ride another school bus to or from school must contact the Bus Garage for permission. 892-1809

CLASSROOM DISRUPTIONS

RADIOS/BEEPERS/LASER POINTERS/CELL PHONES

Headsets or personal listening devices may be used before or after school, but may not be used during the day or without teacher permission. Students who have headphones or these devices on during classes without permission from the teacher will be assigned disciplinary action. beepers and cellular phones should be turned off and not visible during the school day, except when students are in their own lunch or with teacher direction to use the phone, or they will be confiscated, turned into the main office, and a parent will have to pick it up. Students may request special permission to have a beeper or phone for emergency reasons. The school will not take responsibility if they are lost or stolen. Laser pointers are not allowed in the school. Detentions may be issued for any of these violations.

** All portable electronic equipment should be registered with Officer Smith to support students when items are lost or inadvertently taken.*

COMPUTER ACCEPTABLE USE POLICY

(Summary- for complete policy see IJNDB)

Students have no expectation of privacy in their use of school computers. Violation of the Board's Student Computer and Internet Use policy and rules may result in loss of computer / internet privileges and disciplinary action as appropriate. If you have any questions about the guidelines, please contact your child's teacher.

The Windham network allows users access to a wide range of information sources both local and worldwide. Students will have access to school, college, and university libraries, information from a variety of sources, software of all types, discussion groups on a wide variety of topics, and much more. This use is a privilege, not a right. Students may lose this privilege and be subject to further disciplinary/legal action for inappropriate use.

Before being allowed access to school computers all students must read and accept the acceptable use policy each time the student logs into a computer.

COMPUTER RULES FOR NETBOOKS

Students will be able to utilize the Netbooks at both home and at school. With the ability to subscribe to the internet comes great learning and responsibility. Through the use of technology, students will master the ability to:

- a) Create or polish meaningful products
- b) Organize and manage data effectively
- c) Organize and manage time and assignments
- d) Share or present data
- e) Network with the global community
- f) Utilize technology tools to enhance learning
- g) Analyze relevant information on the internet, its validity and reliability, and interpret data and ideas on the internet.
- h) Understand that technology comes with tremendous ethical responsibility.
 - a. Students understand:
 - i. Cyber bullying
 - ii. Harassment
 - iii. Plagiarism (written and ideas)

Are not acceptable uses of this tool.

- b. Students know and demonstrate:
 - iv. Responsible social networking
 - v. Respect and caring for the condition of the Netbook
 - vi. Appropriate use of technology at appropriate educational times
 - vii. Adherence to directives as stated in the technology policies and established classroom rules.

Inappropriate Computer Use:

When a student uses the Netbook inappropriately disciplinary consequences will occur. Based upon the nature of the inappropriateness will determine the consequence which could be a verbal redirection up to the loss of sign-in rights and/or police involvement. Examples of inappropriate include, but are not limited to:

Inappropriate examples:

- Inappropriate language or images
- Playing games during class time
- Social networking during class time
- Non-educational use during class time
- Plagiarism

Extremely inappropriate:

- * Illegal downloads
- * Harassment
- * Pornographic/violent images
- * Vandalizing Net Books

* Distribution of inappropriate materials.

DANCE REGULATIONS

(Dances are restored on a probationary status pending student behavior and the approval of a signed dance contract)

- Students MUST purchase tickets in advance.
- Students must sign a contract in order to attend a dance.
- All WHS dances are open to all WHS students unless specifically noted.
- Doors close one hour after the dance begins. Students who arrive after that first hour, and who have not received **prior** permission to arrive late, will not be allowed entrance into the dance.
- Other **high school** students must appear on the Guest List and are subject to administrative approval.
- Other **high school** students must have a signed permission/student in good standing form signed and returned to the main office prior to the dance.
- Backpacks, bags, etc. are to be placed in a restricted area and are subject to search. Students may only access their bags when leaving.
- All students are to remain in designated areas. Students cannot leave and return.
- Please observe all school guidelines regarding appropriate behaviors.
- Dress code will be enforced.

DRESS CODE

“SAY YES to the DRESS CODE”

(Summary- for complete policy see JICA in appendix)

Windham High School is a community that respects learning and learners. Respect is conveyed through behavior and appearance and, to that end, we believe it is necessary to outline reasonable guidelines on respectable dress. When dressing each day, all members of the school community should think of school as a professional workplace environment and not a social or casual scene. We value the freedom to express individuality through dress, but in the past, we have found that some members of the school community have made very inappropriate choices. The following dress, IN EXTREMES, typically makes others feel uncomfortable and is not appropriate for school:

- Bare or exposed midriffs
- Low cut, see-through, or tight tops
- Low-rise pants/shorts or short shorts
- Exposed underwear
- Inappropriate language/pictures on clothing
- Depictions of tobacco, alcohol or drug messages
- Includes racial or ethnic slurs, or messages of a sexual nature.
- Sports bras or spaghetti straps

Hats will be permitted during the school day with the following exceptions:

- Hats will be taken off for assemblies and the Pledge of Allegiance
- Hats will be treated as an article of clothing and must adhere to the dress code
- Any teacher may create a rule stating that hats will not be allowed in their classroom. This rule will be made clear in their course syllabus.

A good way to remember the dress code is: 5, fingers, pit to pit.
Meaning:

- Shorts must have an inseam of 5 inches or greater
- Skirts are no shorter than a persons finger tips when arms extended to ones side.
- Straps to tops must be two fingers in width.
- Scoop neck , V-neck or halter tops must have a camisole or other shirt underneath if skin is exposed beneath a line drawn across from arm pit to arm pit.

Violations of the dress code will result in students being required to change clothes or be sent home, as well as disciplinary action ranging from detention to suspension for continued or extreme violations.

DRUGS AND ALCOHOL

(Summary- for complete policy see JFCI)

(For substance abuse regulations governing athletic & co-curricular activities refer to appendix JICH-R)

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look alike substance, prescription drug or any substance that is represented to be a controlled substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Students found in violation of this policy will be assigned the following disciplinary actions:

First offense: notification of parents, referral to police or superintendent of schools, suspension from school for up to 10 days, during the suspension the student will undergo an assessment, meet with a team to review the violation and to establish next steps.

Second offense: notification of parent, police or superintendent of schools, suspension for up to 10 days, and referral to school committee for possible recommendation for expulsion.

Furnishing or selling: notification of parent, police and superintendent of schools, suspension for up to 10 days and referral to School Board for possible expulsion. A referral to a drug/alcohol referral team with police involvement may be possible.

Students may voluntarily refer themselves to the guidance office, an administrator or the school resource officer for help.

FIRE DRILL, EMERGENCY PROCEDURES and CRISIS RESPONSE

(Summary - for complete policy see Policy EBCA)

It is the policy of the Windham School Department that each individual school shall, in accordance with administrative guidelines to be developed by the Superintendent, prepare and have in place a crisis

response plan. The crisis response plan shall be in writing, and available at all times in the Principal's office.

It is extremely important that all students follow evacuation guidelines in emergency situations. Students are absolutely not allowed to leave school grounds during these times. Any student not following directions during emergency times will be dealt with by administration

**HARASSMENT, SEXUAL HARASSMENT, HAZING &
BULLYING OF STUDENTS**
**(For Full Description of Policy, please refer to policy JICK in
appendix of student handbook)**

Windham High School recognizes each student's right to a learning environment that is free of intimidation, hostility, and offensiveness. In order to ensure such an environment, students are not to engage in harassment of any other person. Any act of harassment including, but not limited, to those based on race, color, sex, sexual orientation, religion, age, national origin or physical or mental disability is a violation of this policy. Some of these acts may also constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to unwelcome behavior such as:

- Verbal abuse
- Harassment that rises to the level of physical assault, and/or abuse;
- Sexual advances, gestures, comments or contact;
- Threats and bullying;
- Offensive language, jokes and teasing;
- Ridicule, slurs, derogatory action or remarks; and
- Abuse of power.

Such unwelcome acts constitute harassment when the conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive work or educational environment. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, advisor, administrator, or SRO. The Affirmative Action Officer for the RSU #14 district is the Assistant Superintendent School.

LOCKERS

Each student is assigned a locker for books and personal belongings. Lockers should be kept locked at all times and should not be shared with any other person. In addition, students taking physical education classes should lock their possessions in their lockers in the locker room. Since lockers are school property, the administration reserves the right to

inspect them at any time. Please use your lockers and do not rig your lockers so they can be opened without the combination; students lose items that are left out in the open unattended or unlocked. Thefts from “rigged” lockers may not be investigated, and disciplinary action may be taken for continued violations of this expectation.

LOITERING/HALL PASSES

In an effort to support the educational environment at Windham High School students should not be loitering in the halls or main lobby, or blocking the corridors. The noise and disruption from students loitering, or entering classes late, interferes with the lessons that teachers and students are engaging and interacting. Students are to have a pass if they are somewhere other than where they are designated to be. Detentions may be issued for no pass or for loitering.

NON DISCRIMINATION, STUDENT RECORDS, FERPA

A copy of our policies regarding these issues are electronically sent to all parents in our listserv, a hard copy is given to students on the first day of school, and a copy of the policies are available at the main office for review at any time.

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

(School board Policy AC located in appendix)

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited. The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Windham Raymond School District Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent. The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate. The School District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

PLANNERS

Students are expected to maintain assignments and other important information pertaining to time management and scheduling on their Netbook computers. All students will be able to access a Google account – including Google Applications in order to support them with their daily assignments and appointments.

PUBLIC DISPLAYS OF AFFECTION

All students and staff members of Windham High School deserve the opportunity to work and learn in an environment of mutual respect and trust. This requires that students and all members of our community regard each other with courtesy, consideration and appreciation, and act accordingly. **Public displays of affection, other than hand holding, are not appropriate for a school setting and are subject to disciplinary action.**

QUESTIONING/SEARCH OF STUDENTS

(Summary- for complete policies and procedures, see JIH, JIH-R, and JIH-P)

Lockers, desks, and other school storage facilities (including parking lots) are school property, and remain under the control, custody and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent, including the use of canine patrols. School officials may also search students' wallets, purses, backpacks, pockets, automobiles, and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law, School Board policies, and/or school rules. This includes submission to a breathalyzer. Evidence may be forwarded to law enforcement as deemed appropriate by school officials, even if the search was initiated for school purposes.

Students who refuse to comply with the search will be disciplined according to school protocol for the infraction for which they are suspected.

TELEPHONE USE AND MESSAGES

Students are not allowed to leave class or a study hall to take phone calls except in an emergency situation. The Main Office will deliver messages from parents in the event of an emergency. Students may use the pay phone during lunch and after school. The office phone is a business phone and may only be used by students in case of emergency. Cell phone use is the discretion of each teacher in his/her classroom rules.

TOBACCO USE AND POSSESSION

(See Policy ADC in appendix)

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Windham Raymond Board of Directors prohibits smoking and the use of all tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, and on school buses, at all times, by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, on school buses and at school-sponsored events, at all times.

Employees and all other persons are also strictly prohibited, under law and this Board's policy, from selling, distributing, or in any way dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, to students on school property, on school buses and at school-sponsored events.

Use or possession of tobacco of any form by students is prohibited in school buildings, on school grounds, on buses and at all school sponsored activities which take place off school property. Violation of this policy will result in the following consequences: first offense - notification of parents, Late Night detention and a referral to a school counselor or nurse. If a student is under the age of 18, the police will also be notified. Second and subsequent offenses will result in notification of parents as well as In-School Suspension or out-of-School suspension for up to 10 days and further referrals for meetings with a substance abuse counselor.

VANDALISM

(Summary- for complete policy see ECAB)

Students who engage in vandalism or misuse of school property may be suspended for up to 10 days and will have to pay any cost incurred by the district to correct the damage. Students who tamper with the alarm system or fire extinguishers can face legal prosecution and disciplinary action.

VISITORS

(Summary-for complete policy see Policy KI)

The Windham School Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the Windham School Department.

All visitors shall report to the main office upon arrival at the school and be issued a visitor badge to be worn while visiting the school. (This does not apply to parents or citizens who have been invited to the school for an open house, performance or other pre-planned school program.) All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Before leaving, visitors must sign out in the office and return their visitor’s badge.

All visitors who violate the policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. The building administrator/designee may request the assistance of law enforcement if necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Permission to visit classes with a WHS student will not be granted to students from neighboring schools unless they are interested in transferring to Windham High School. Students wishing to bring a visitor to school must get permission from an administrator at least 24 hours in advance of the visit.

WEAPONS, VIOLENCE and SCHOOL SAFETY

(Summary- for complete policy see JICIA in appendix)

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school property, while in attendance at school or at any school-sponsored activity or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or*

harass other persons. Examples of such articles include, but are not limited to firearms, ammunition, explosives, brass knuckles, knives, chains, and clubs.

- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to belts, other articles of clothing, combs, pencils, files, compasses, scissors and realistic replicas of weapons.*
- C. Violent or threatening behavior, including but not limited to fighting, assault and/r battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threats of bodily harm, bomb threats);*
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;*
- E. Willful and malicious damage to school or personal property;*
- F. Stealing or attempting to steal school or personal property;*
- G. Lewd, indecent or obscene acts or expressions of any kind;*
- H. Violations of the School Department's drug / alcohol and tobacco policies;*
- I. Violations of state or federal laws; and*
- J. Any other conduct that may be harmful to persons or property.*

Administrators shall take appropriate action against any individual violating this policy, including but not limited to student discipline or action by law enforcement officials.

Students who violate this policy may be expelled under State and Federal law.

Principals may authorize inspections of student lockers, automobiles, clothing, purses, bags, backpacks and other personal belongings when there are reasonable grounds to suspect that the inspection will produce evidence that this policy has been violated.

GRADUATION & GRADING INFORMATION

GRADUATION REQUIREMENTS

The graduation requirements for the Windham High School Class of 2011-2014

English	4 credits
U.S. History	1 credit (1.5 credits for Classes post 2012)
Civics	½ credit (Class of 2012)
World Geography	½ credit (Class of 2012)
Civics/Economics	½ credit (Class of 2014 and beyond)
World History	1 credit 1.5 credits for Classes post 2012
Mathematics	3 credits ** (4 for Class of 2014 and beyond)
Science	3 credits **
Physical Education	1 credit
Health	1 credit
Fine Arts	1 credit

Computer proficiency – students must demonstrate computer proficiency. Partial credit will not be awarded for partially completed subjects. Credit will be awarded for successful completion of classes.

**** The three credits in science must include 3 separate courses.**

Community Service hours required for graduation: 40 hours

All classes will be required to have **21** credits for graduation. Students need to earn 5 credits at the end of Grade 9, 11 credits at the end of Grade 10 and 17 credits by the end of Grade 11 in order to be promoted from one grade to another.

All obligations must be met, including but not limited to the completion of credits, completion of community service hours, paying of dues, fines, and serving detention time in order to march in commencement exercises.

RANK CARDS AND GRADING SYSTEM

Rank cards are issued every nine weeks. It is necessary for parents to sign and return the rank cards. Students will be given a rank card and it will be their responsibility to bring it home and back to their advisors. Progress reports are issued mid-way through each quarter.

Grades	A	93-100	B	85 - 92
	C	77 – 84	D	70 - 76
	F	69 or lower		

High Honor Roll - grades of 93 or better in all subjects

Honor Roll - grades of 85 or better in all subjects.

SUMMER SCHOOL

Students may attend summer school, when failing a course, if they achieved a 50 in the course AND remained in the class for its duration.

Academic and Student Support Information

ACADEMIC CENTER

Located in the library classroom, students can receive academic assistance for core academic classes (English, math, science, or social studies) and provide support in other classes when appropriate. A teacher in the core academic area supports the Academic Centers each class period. Students can report to an Academic Center during their study hall with permission of the study hall teacher. Teachers can also request that a student report to the Academic Center during the student's study hall period. Teachers can also send students, during regular class time, to the Academic Center to make-up tests, get individual academic assistance from being absent several days, etc.

APEX is our ALTERNATIVE PROGRAM for EXCELLENCE, an alternative, standards based setting that offers student's standards based curriculum in key content areas. Students will be in the classes for the year, it is not a drop in program; however they will be in both mainstream and APEX classes, usually. A student, in order to be considered for this program, must go through an interview process and be referred by a member of the administration.

LIBRARY

In accordance with the mission statement of Windham High School, students are encouraged to use the library to further their personal and academic success. Students are invited to use the library to access research materials and resources, to find books, to collaborate on assignments, and to request assistance with coursework. Students must have a pass to visit the library during the school day in compliance with school policy, but students are welcome without a pass before and after school. Students must sign in and out upon entering and exiting the library for any reason. Food and beverages are not permitted in the library to protect the library's resources. Students are expected to be respectful of the library staff and other patrons to ensure equitable use of resources and a productive environment for all.

Students may sign out circulating books and magazines for three weeks at a time. Students will be fined 2 cents a day (excluding weekends, storm days and days off) for all overdue items. Overdue notices will be sent to students through homeroom teachers at the end of each quarter. Students are encouraged to take care of library obligations before the end of each

school year. Students must pay all fines by their senior year or risk losing graduation privileges.

LIBRARY HOURS

Monday thru Thursday: 7:00-3:00

Friday: 7:00-2:15

OFFICE HOURS:

Each teacher posts, on his/her syllabus, at least two days per week when they are available after school to support students in their academics. It is advised that students make an appointment with the teacher so that they can better prepare for type of support the student may need.

SAT (STUDENT ASSISTANCE TEAM)

The SAT is a school team, which includes the parent and the students, when appropriate, in a positive, problem solving, intervention process. It assists students by ensuring that the school and community are doing everything possible to make students' school lives successful. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of the students, and support teachers and parents.

STUDY HALLS

Freshman Study: All freshmen study halls should be quiet rooms where students are engaged in academic pursuits or quiet reading.

Students in café study hall are responsible for following all procedures regarding sign in/out and attendance and are expected to be where they state they are going. A student may lose the privilege of signing out if (s) he does not follow protocol.

SCHOOL RESOURCE OFFICER

Officer Jeff Smith of the Windham Police Department is here Monday thru Friday, 7:00-3:00. His office is located by the school store. Officer Smith is available to students and their families to provide education and assistance with law related issues, and will be supporting teachers and administrators with maintaining a safe educational setting.

SPECIAL EDUCATION SERVICES

Annual Child find Notification: If you know of a school age child residing in Windham whom you suspect may be in need of special education services, you may contact the Special Education Coordinator at the child's school.

If you have concerns about a preschool child who may have special needs and be in need of special education services, please call Child Development Services at 878-8611. A child's special needs may be in one or more of the following areas: vision, hearing, speech-language development, social-emotional development, orthopedics, health, learning or cognition.

Dan Jackson is our Building Coordinator for students currently receiving services. If there is a concern that services may be needed for a student who does not currently receive services, the student's guidance counselor should be contacted as a first step. (See policies IGABC/IGABD)

STUDENT SERVICES

The Windham High School Student Services Department believes that each student is unique in his/her intellectual, social, physical, and aesthetic development. We are committed to providing programs and services in academic scheduling, career education, consultation and support, parental involvement, personal development, human relationships, and management of information and evaluations.

Counselors are available to meet with the students and with parents during study halls and before or after school. Appointments must be made in advance with the Student Services secretary. Students are expected to cancel appointments if they cannot attend the appointment, and ask to be rescheduled. Students and parents should feel free to enlist the help of a counselor whenever there is a need of any information or assistance. There are 4 school counselors in the Student Services office. Students will be assigned alphabetically to one of these counselors for their 4 years of high school.

The School Social Worker is available to counsel with students who are in need of assistance when struggling with a wide variety of social issues, whether they are at home or of a personal nature.

SCHEDULE CHANGE/COURSE REGISTRATION PROCESS

Students are given copies of their schedules and timelines for changing classes before the start of school and before second semester. NO SCHEDULE CHANGES are allowed once classes begin.

At the end of the first semester, you will begin the process of selecting your classes for the following year. There are two important questions to ask yourself before you begin:

1. What courses are required in order to graduate from Windham High School? (refer to page 3 of the Windham High School Planning Guide)
2. What do I want to be ready to do when I graduate from Windham High School?

By completing a four-year plan, you will have a better focus and understanding of the educational foundation you are building. Your four-year plan will give you a means to keep track of your graduation requirements, and your progress on a career path that will prepare you for post-secondary training. Each spring, you will have the opportunity to update and reassess your four-year plan.

The Windham High School Planning Guide contains all the information you will need to select your classes for the following year. Course selection should be completed carefully according to your grades, interests, and aspirations. We encourage you to talk with your parents, teachers, and counselors about an appropriate program of study. Detailed information regarding the course selection process is available on pages 2-12 of your Planning Guide.

NCAA ELIGIBILITY REQUIREMENTS

Please review the following requirements and minimum high school core-courses necessary for NCAA Initial-Eligibility

Test Scores

Division I has a sliding scale for test score and grade-point average.

Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.

The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.

The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.

All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.

Grade-Point Average

Only core courses are used in the calculation of the grade-point average.

Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is www.ncaaclearinghouse.net.

Division I

High School Graduation

4 years English

3 years math Algebra I or above

2 years science (1 lab)

Division II

High School Graduation

3 years English

2 years math Algebra I or above

2 years science (1 lab)

1 year additional English, math, or science	2 years additional math or science
2 years social science	2 years social science
4 years additional in any above and/or foreign language	3 years additional in any above and/or foreign language

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

The following courses at Windham High School are NCAA approved core courses:

Freshman English	Sophomore English	Junior English	Senior English
Algebra	Algebra II	Calculus	Functions, Stat., Trig.
Geometry	Pre-Calculus	Applied I,II,III	US History
World History I	World History II	Civics	Psychology
Cont. Issues	Chemistry	Physics	Biology
Earth Science	Anat/Physiology	Environmental Science	
Latin 1,2,3,4	French 1,2, 3, 4, 5	Spanish 1,2,3,4,5	

ATHLETIC ELIGIBILITY

The Windham High School administrators encourage students to participate in extra-curricular and athletic activities, as students who are involved in their school tend to have a more positive school experience. In order to participate in activities students must adhere to both academic and behavioral guidelines established by the school. Windham School Department requires all students to pass all classes. A student who fails one class will go on probation for three weeks. The student may practice with his/her team during the probation period, but may not participate in any competitions. At the end of the three weeks, the student must be passing all classes. If the student is failing any classes at this time, he/she becomes ineligible.

An incomplete will not count as a passing grade for credit. A withdrawal failure recorded on the permanent record will count as a failure for academic eligibility.

Fourth quarter grades from the previous academic year will be used to establish eligibility for the next fall athletic season.

ATHLETIC PROGRAMS

Fall: Boys Soccer – First team, JV and Varsity, Girls Soccer – First Team, JV and Varsity, Boys and Girls Golf, Boys and Girls Cross country, Field Hockey – First Team, JV and Varsity, Football – First team, JV and Varsity, Cheerleading, JV Volleyball

Winter: Girls Basketball - First team., JV, Varsity, Boys Basketball - First team., JV, Varsity, Boys and Girls Wrestling, Boys and Girls Indoor Track, JV & Varsity Cheerleading, Boys and Girls Skiing, Boys and Girls Swimming, Ice Hockey.

Spring: Baseball - First team, JV, and Varsity, Softball- First team., JV, and Varsity, Boys & Girls Tennis, Boys and Girls Outdoor Track, Girls and Boys Lacrosse

STUDENT ACTIVITIES/ATHLETICS

Windham High School offers a wide range of activities and athletics to meet the interests and needs of its students. We feel that participation in co-curricular activities is a significant part of the total educational experience. We encourage all students to become involved with their school.

Latin Honor Society

Musical

Class Council

Outing Club

Poetry Club

French Honor Society

Interact

Windonian yearbook

Geeks Templar

Athletic Intramurals

National Honor Society

Varsity Club

Spanish Honor Society

Student Council

Key Club

One Act Play

JUNIOR AND SENIOR PRIVILEGES

All seniors (students with Grade 12 status) will be granted privileges, and therefore open campus.

Privileges for juniors are based on previous quarter grades and are determined each quarter. Juniors who earn an **80 in each** of their classes and are in good disciplinary standing are eligible for Junior Privileges. Junior Privileges allow students late arrival to school or early dismissal from school if they have a study hall at the beginning or end of the day.

Juniors who earn a 93 average with no failing grades or an **85 in each class**, no failing grades and perfect attendance are granted Eagle Pride Privileges, which allows for an open campus during study halls. Juniors must have parent permission for both junior Privileges and Eagle Pride Privileges. Junior and Senior Privileges can be revoked at any time by Administration. The School Board will review this privilege each year.

HELPFUL/EMERGENCY NUMBERS

Al-Anon/ Al-ateen	1-888-425-2666 284-1844
Alcoholics Anonymous	774-4335
Center for Grieving Children	775-5216
Child and Family Services (DHS)	624-7900
Community Counseling Center	874-1030
Cumberland County Crisis Response	774-0700
Ingraham Volunteers (24 Hour Suicide Hotline)	774-HELP
Planned Parenthood (confidential pregnancy testing)	797-8881

Poison Control Center	1-800-222-1222
Rape Crisis Hotline	1-800-871-7741
Sexually Transmitted Disease Clinic	874-8446
Sweetser Crisis (Suicide hotline)	888-568-1112
Tri-County Mental Health	892-4623

HEALTH SERVICES

(Summary, for complete policy see JLCB).

The High School clinic hours are 7:30 am -2:30 p.m. daily. All students asking to be dismissed because of illness are expected to visit the nurse's office for verification.

Each school has a full-time certified school nurse available and students who are ill are expected to report to the health office to be evaluated and dismissed if necessary. At the start of every school year, students are expected to return a completed emergency form. This form includes information on parents' daytime telephone numbers and emergency contacts. Also included is updated health information. Supplemental health forms are expected for students with potentially life threatening allergies and illnesses such as diabetes and asthma. Students new to Windham must provide documentation of immunization

Trained school personnel can dispense medications (prescription and non-prescription) when signed permission by parents is on file in the student's health record. Written physician's orders are required for all medications given for more than 15 days, including insulin, inhalers and EpiPens.

MEDICATIONS & MEDICATIONS ON FIELD TRIPS

(Summaries-for complete policy see JLCD and JLCDA)

It is the policy of Windham School Department to discourage the dispensing of medications at school. If a student requires a medication at school for a permanent or chronic condition such as asthma, convulsive disorder, bee sting allergy, etc., a parent must contact the school nurse so that safe arrangements can be made. This includes inhalers for asthma.

If your child has a prescription for acute or short-term illness, (i.e. ear or respiratory infection), please alter the medication schedule so the medication can be administered at home. If this is not possible, one day's supply may be brought to school in a durable, clearly labeled container with written instructions signed by the parent. The parent must bring the medicine to the nurse's office at the beginning of the school day. If this cannot be done, please call the school nurse to make necessary arrangements.

Vision screening is conducted for all 9th graders. Scoliosis and hearing screenings are done upon request at any grade level. A physical exam completed by a health care provider is required every three years.

Students are required to submit such physicals to the health office prior to participating in extracurricular sports teams ***NO MEDICATION OF ANY KIND MAY BE KEPT IN A STUDENT'S LOCKER UNDER ANY CIRCUMSTANCES.***

The Board has adopted a policy concerning the administration of medications on field trips. Please contact your child's teacher or the school nurse if you have questions about the policy.

Appendix

- I. Harassment, Sexual Harassment, Hazing & Bullying
- II. Weapons
- III. Bomb Threats
- IV. Affirmative Action/ Non-discrimination
- VI. Tobacco Use and Possession
- VII. Bus Conduct
- VIII. Dress Code
- IX. Drug and Alcohol Use
- X. Substance Abuse Regulations
- XI. Substance Abuse Regulations for athletic and Co-curricular activities.

FILE: JICK

**HARASSMENT, SEXUAL HARASSMENT, HAZING &
BULLYING OF STUDENTS**

It is the intent of the Windham Raymond Board of Directors to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Harassment, hazing, and bullying interfere with the accomplishment of this goal.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone, and will take action in response to, conduct that substantially interferes with students' opportunity to learn, the education mission of the Windham Raymond School District, and the operation of the schools.

Application of Policy

This policy applies to harassment, sexual harassment, hazing, or bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to harassment, sexual harassment, hazing, or bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

A. Harassment & Sexual Harassment

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases. Harassment that rises to the level of

physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom student may interact in order to pursue school activities are required to refrain from such conduct.

B. Hazing:

Maine statute defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, school-sponsored group, or a group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No student shall plan, encourage, or engage in injurious hazing activities. In the case of an organization affiliated with this school unit which authorizes hazing that results in a hostile educational environment for students and impacts the peace and usefulness of the school environment, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

C. Bullying Defined

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written, or electronically communicated expression that:

A.

A reasonable person should expect will have the effect of:

Physically harming a student or damaging a student’s property;

Placing a student in reasonable fear of physical harm or damage to his/her property; or

Substantially disrupting the instructional program or the orderly operations of the school; or

B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Examples of conduct that may constitute bullying, include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends; nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, the operations of the schools, or is not offensive to others. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

D. Bullying / Harassment / Hazing

Bullying / harassment / hazing, as defined in this policy, is not acceptable conduct in Windham Raymond schools and is prohibited. Any student who engages in conduct that constitutes bullying / harassment / hazing shall be subject to disciplinary consequences, up to and including suspension and expulsion. A student's bullying / harassing / hazing behavior may also be addressed through other behavioral interventions.

Determination of Conduct

The determination whether particular conduct constitutes harassment, sexual harassment, hazing, or bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Delegation of Responsibility

The Superintendent / Designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of harassment, sexual harassment, hazing, or bullying to staff and school administrators;
- B. Staff reporting of harassment, sexual harassment, hazing, or bullying to school administrators;
- C. Review of reports and investigation of harassment, sexual harassment, hazing, or bullying incidents;
- D. Intervention with and/or discipline of students who engage in harassment, sexual harassment, hazing, or bullying;
- E. Support for students who are victims of harassment, sexual harassment, hazing, or bullying;
- F. Training staff and students in harassment, sexual harassment, hazing, and bullying prevention; and
- G. Periodic evaluation of harassment, sexual harassment, hazing, and bullying prevention, intervention, and training efforts in Windham schools and reporting to the Board upon request.

Reporting & Response

All students who have been harassed, hazed, or bullied, and all students or School District employees who observe these incidents, should report the behavior to a staff member or school administrator. Staff should report the incidents to the Building Principal.

Acts of reprisal or retaliation against any person who reports an incident of these prohibited behaviors are prohibited. Any student or staff member who is determined to have falsely accused another of these prohibited behaviors shall be subject to disciplinary consequences.

Harassment, sexual harassment, hazing or bullying by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment, sexual harassment, hazing or bullying by students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment, sexual harassment, hazing, or bullying of students by persons other than school employees and students. These penalties shall be in

addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent or his/her Designee shall assume responsibility for implementing this policy. A copy of this policy shall be included in all school and faculty handbooks, or otherwise distributed to all school employees and students.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et. seq.)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d) 5 MRSA § 4602

20-A MRSA § 1001(15) (H)

P.L. 2005, Ch 307 § 4-5

Title 20-A, MRSA Sec. 6553

Cross Reference: AC – Non-Discrimination / Equal Opportunity and Affirmative Action

JICIA – Weapons, Violence, and School
Safety

JKD – Suspension of Students

JKDE – Suspension / Expulsion of Special
Education Students

JKE – Expulsion of Students

JKF – Disciplinary Removal of Students with
Disabilities

ADF – School District Commitment to Learning Results

EEACC – Student Conduct on School Buses

JI – Student Rights & Responsibilities

Student Code of Conduct

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The Board of Directors believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action. Administrators will take appropriate action against any individual violating this policy, including, but not limited to, student discipline/or action by law enforcement officials as appropriate.

Prohibited Conduct

Students, staff, and all other persons, with the exception of law enforcement, are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person, except when used in an approved instructional activity. Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks;

B. Possession and/or use of objects made to simulate the action or appearance of a firearm. Examples include, but are not limited to, paintball guns, squirt guns, toy replicas, and sport guns.

C. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);

D. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats); stalking, or blocking access to school property or facilities;

E. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program; blackmail, extortion, or demands for money or property;

F. Willful and malicious damage to school or personal property;

G. Stealing or attempting to steal school or personal property;

H. Bullying behavior, including unwanted physical contact, acts or communications by any means (including by computer or other electronic device) that:

1. damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or is so severe that it creates a hostile educational environment for the student who is being bullied.

I. Lewd, indecent or obscene acts or expressions of any kind;

J. Violations of the school unit's drug/alcohol and tobacco policies;

K. Violations of state or federal laws; and

L. Any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school or to have possessed a firearm at school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

Use of Firearms and Other Weapons in Instructional Activities

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent / Designee has given specific permission in advance.

Notification Team / Confidentiality

Maine law authorizes law enforcement officers and criminal justice agencies to share with a Superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the Superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent / Designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

Psychological Evaluation/Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the

student poses to school safety if the student were to remain in school or return to school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parent/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action and may refuse to allow the student to return to school until the evaluation has been conducted an assessment of risk has been performed.

Legal References: 20 USCA § 7151; 8921 (Gun-Free Schools Act of 1994)

20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552; 17-A MRSA §§ 2(9); 2(12-A)

15 MRSA §§ 3301-A; 3308(7) (E); 3009; 5 MRSA §§ 4681 et seq.

Cross-References: JICK– Harassment, Sexual Harassment, Hazing & Bullying of Students

ADC – Tobacco Use and Possession

EBCA – Emergency Management Plan

EBBCC – Bomb / School Safety Threats

JFCI – Drug and Alcohol Use by Students

JK – Student Discipline

JKD – Suspension of Students

JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

JIH – Questioning and Searches of Students

JLDBG – Reintegration of Students from

Correctional Facilities

KLG – Relations with Law Enforcement Authorities

IGDJ – Athletic Eligibility

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail,” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);

2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff

The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board’s required annual approval of the school unit’s Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer, or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit’s bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures. The Superintendent shall be responsible for reporting any bomb threats to the Department of Education within two (2) business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will require a hearing before the School Board. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

A student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA.

In addition, the superintendent may request an immediate psychological evaluation or Risk Assessment as described in Policy JICIA.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student, who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to see restitution and other damages as permitted by law.

J. Lost Instructional Time

Instruction time lost as a result of a bomb threat will be rescheduled at the earliest appropriate or practicable opportunity, as determined

by the Superintendent in consultation with the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921

17-A M.R.S.A. § 210

20-A M.R.S.A. §§ 263; 1001(9); 1001 (9-A); 1001(17); 1001(18)

Cross-References: EBCA – Crisis Response Plan

JKD – Suspension of Students

JKE – Expulsion of Students

JKF – Suspension/Expulsion of Students with Disabilities

JICIA – Weapons, Violence and School Safety

Student Code of Conduct

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Windham Raymond School District Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent. The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261) Amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000(e) et. seq.) Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et. seq.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) Age Discrimination in Employment Act of 1967 (29 U.S.C § 621 et. seq.) Equal Pay Act of 1963 (29 U.S.C. § 206) Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et. seq.) Americans with Disabilities Act (42 U.S.C. § 12101 et. seq.) Maine Human Rights Act of 1972 (5 MRSA § 4571), as amended Cross Reference: Windham Raymond School District Affirmative Action Plan ACAB – Harassment and Sexual Harassment of School Employees ACAB-R – Harassment & Sexual Harassment Employee Complaint Procedure JICK – Harassment, Sexual Harassment, Hazing & Bullying of Students

FILE CODE: ADC
TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Windham Raymond Board of Directors prohibits smoking and the use of all tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, and on school buses, at all times, by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, on school buses and at school-sponsored events, at all times. Employees and all other persons are also strictly prohibited, under law and this Board's policy, from selling, distributing, or in any way dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, to students on school property, on school buses and at school sponsored events.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A) (3)

Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

20 USC 6081-6084 (Pro-Children Act of 1994)

Cross Reference: Drug & Alcohol Use by Students Policy (JFCI)

Expulsion Policy (JKE & JKE-R)

Suspension Policy (JKD)

Athletic Eligibility (IGDJ)

Public Conduct on School Property Policy (KFA)

Facilities Use Policy (KFD)

FILE: EEACC
STUDENT CONDUCT ON SCHOOL BUSES

There are few places in which proper student behavior is as closely related to safety as on the school bus. The RSU # 14 Board of Directors will not tolerate inappropriate student behavior on the school buses. Transportation of students is part of the school day and all of the rules governing student behavior are in force when being transported by RSU # 14 vehicles. The issue of safety requires the students to be on their best behavior while on school buses.

Students, parents/guardians, and school employees should understand that rules are to be consistently enforced and obeyed. Such misbehavior as rudeness, pushing, fighting, throwing objects, obscenity, damaging any part of the bus, and other offenses may result in the termination of transportation services.

STUDENT CONDUCT REGULATIONS

A. The rights of students to ride on the bus are conditional on their behavior and the observance of rules and regulations.

B. Pupils shall be ready in the morning at the designated "School Bus Stop." Buses are not permitted to wait for tardy students.

C. The driver is in full charge of the bus and the pupils. Pupils will obey the directions of the driver.

D. The driver may assign seats on the bus.

E. When the bus is in motion, pupils are not to stand, move about, leave or enter the bus, or extend arms or head out of the bus.

F. Nothing shall be thrown from or within the bus.

G. Any damage done to the bus or any part of it shall be paid for by the parents/guardians of the student(s) involved.

H. Students may talk provided that the conversation is appropriate and that the noise level allows the driver's instructions to be heard.

I. All students shall be treated with respect and shall treat others with respect.

J. Only plastic roll up sleds in bags will be allowed.

K. Pupils may only ride on their assigned bus. In emergency situations, when different arrangements must be made, a note of parental permission must be approved by the building office staff. All exceptions to this stipulation shall be on a space-available basis.

L. If students must cross the highway, they must do so in front of the bus at the direction of the driver.

M. Food may not be consumed on the bus. Exceptions may be made for field trips or sports trips.

N. The leaving of any refuse on the vehicle is prohibited.

O. No live animals may be transported by school buses.

P. All pupils shall be assigned to a consistent bus stop for transportation to and from school. Parents/guardians will be required to notify the School Department at the beginning of the school year if a child is to be transported to or from childcare. Parents/guardians will be allowed to have their children transported from one stop and returned to another. However, this must be consistent for the entire year. The morning and afternoon route must be identical each day.

NOTE: exceptions to the conditions stated in letter P above may be made only on Wednesday afternoons and only for elementary schools.

a. The stop must be consistent every Wednesday, for childcare only. (Brownies, Cub Scout meetings, after-school activities, etc., do not qualify).

b. Parents/guardians must notify the bus garage and the school of any change for Wednesday afternoon

Q. In all instances of termination of services, the Superintendent will be advised and informed.

The following will be observed in dealing with infractions of bus regulations:

Referral: Parents will be notified of each infraction.

Referral slip # 1: Written warning / detention / meet with administrator. Consequences may include detention, assigned seat on the bus, or suspension from the bus for a specific period of time.

Referral slip # 2: Restricted from bus transportation to and from school for two (2) days. Administrator calls home. Restriction continues beyond

two days unless a meeting is held with the student, parent, and school administrator.

Referral slip # 3: Off school bus for the rest of the year. Superintendent notified.

In order to get bus privileges back for the following school year, the student and parent must meet with the School Administrator to discuss reinstating transportation privileges.

FILE CODE: JICA STUDENT DRESS

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s) / guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide safe, healthy and non-discriminatory environment for education students for maximum academic and social development, the following restrictions on dress shall be enforced.

A. Articles of clothing which promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.

B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.

C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.

D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.

E. Hats are not permitted to be worn at any time in any school, except for medical or religious purposes. The hat rule will apply to all persons.

E. Hats are not permitted to be worn at any time in any school, except for medical or religious purposes. The hat rule will apply to all persons.

F. HIGH SCHOOL ONLY: Hats will be permitted during the school day with the following exceptions:

- Hats will be taken off for assemblies and the Pledge of Allegiance
- Hats will be treated as an article of clothing and must adhere to the dress code
- Any teacher may create a rule stating that hats will not be allowed in their classroom. This rule will be made in their syllabus.

G. Sexually suggestive clothing is inappropriate and cannot be worn in school.

A teacher will be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

The administrators will use their judgment in waiving the dress code for special functions or events.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy

FILE CODE: JICH

DRUG AND ALCOHOL USE BY STUDENTS

The RSU # 14 Board of Directors and staff of RSU # 14 support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

Prohibited Conduct

No student shall distribute, attempt to sell or distribute, solicit, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, attempt to sell or distribute, solicit, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance defined in federal and state laws/regulations, any look-alike substance, prescription drugs, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

Prevention/Education

RSU # 14 will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

Intervention

RSU # 14 will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program.

Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication

RSU # 14 shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

FILE CODE: JICH-R
RSU # 14 SUBSTANCE ABUSE REGULATIONS

DEFINITIONS:

Drugs: The term “drug” or “drugs” shall mean any substance not prescribed by a physician for the particular student using or possessing it that can influence one’s level of consciousness or awareness including, without limitation, any scheduled drug as defined in Title 17-A, Maine Revised Statutes Annotated, Chapter 45. (This may include substances referred to as look-alike drugs, designer drugs, over-the-counter drugs or prescription drugs.)

Clinical Assessment: Evaluation of a student’s level of chemical use by a treatment facility or provider.

Non-clinical Assessment: Evaluation of a student’s chemical use by school personnel.

Drug & Alcohol Response Team/D.A.R.T.: A multi-disciplinary team, ideally composed of an administrator, the student’s guidance counselor, a school social worker, the school nurse, a staff member, if appropriate, and others as deemed necessary for special cases. One member of the D.A.R.T. will be designated as the student’s case manager.

PROCEDURES:

Since the age or the developmental stage of students need to be considered in assisting them with substance abuse issues, the following procedures will be followed for the grade levels indicated:

MIDDLE SCHOOL/HIGH SCHOOL ADMINISTRATIVE PROCEDURES:

A. Disciplinary Action/Violation of School Policy

1. Possession/Use -- First Offense

- a. Administrator meets with student
- b. Verify/confiscate substance when possible
- c. Notify parent/guardian. Notify Superintendent and police if appropriate.
- d. Suspend student from school for 1-10 days, if verified
- e. During suspension, administrator will convene a meeting of the Drug & Alcohol Response Team (D.A.R.T.)

f. D.A.R.T. develops a plan of action which may include referral for a substance abuse assessment, as well as other specific recommendations for drug awareness education and ongoing support, as appropriate

g. Upon returning to school, the student, must:

- . meet criteria for drug education as recommended by the D.A.R.T.

- . remain engaged in any longer-term treatment recommended by the chemical abuse counselor

- . maintain regular contact with guidance counselor or school social worker

- . maintain proper attitude, behavior and attendance

- . follow recommendations of the D.A.R.T. or face a possible hearing with the School Board for consideration of expulsion

h. The D.A.R.T. will provide parents with a list of community resources and recommend that they attend an educational program on drug and alcohol abuse

2. Possession/Use – Second or Subsequent Offense

a. Administrator meets with student

b. Verify violation/confiscate substance if possible

c. Notify parent/guardian and Superintendent; Notify police if appropriate

d. Suspend student from school for ten days

e. During suspension, administrator will convene a meeting of the D.A.R.T.

f. D.A.R.T. develops a plan of action, which will include referral to a chemical abuse counselor, as well as other specific recommendations for drug awareness education and ongoing support, as appropriate

g. Refer to School Committee for expulsion hearing. Upon expelling a student, the School Board will specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.

h. Student meets chemical abuse counselor

i. Parents meet with administrator, school counselor or social worker and chemical abuse counselor, as appropriate, to develop an appropriate action plan and follow-up plan.

3. Furnishing/Selling or Soliciting

a. Confiscate substance/verify incident

b. Administrator meets with student

c. Notify parent/guardian, Superintendent and police

d. Suspend student from school for ten days

e. During suspension, administrator will convene a meeting of the D.A.R.T which will consider possible referral for a substance abuse screening/evaluation and other appropriate recommendations

f. Refer to the School Board for expulsion hearing. Upon expelling a student, the School Board will specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.

B. Voluntary Referral/No Violation of School Policy

1. Concerned Person

- a. Discuss concerns with school counselor or social worker
- b. School counselor or social worker who received the information then convenes a meeting of the Drug & Alcohol Response Team.
- c. D.A.R.T. evaluates the concerns and determines need for follow up screening/evaluation by a chemical abuse counselor, formulates recommendations, and develops a plan of action.
- d. An appointed member of the D.A.R.T. notifies parents/guardian.

2. Self Referral

- a. Person receiving referral information consults with school counselor or social worker
- b. School counselor or social worker who received the information, with the student's consent, may then convene a meeting of the Drug & Alcohol Response Team, or alternatively, they may refer the student directly to a chemical abuse counselor, if appropriate
- c. The chemical abuse counselor meets with the student to conduct assessment, as appropriate, and make recommendations
- d. The chemical abuse counselor may, with informed written consent of the student, discuss the student's case with the D.A.R.T. for further recommendations.
- e. The chemical abuse counselor and student develop an action plan

GENERAL INFORMATION:

Chemical dependence is a disease; students receiving treatment will be given the same support as a student recovering from any other condition. All reasonable efforts will be made to maintain the confidentiality of records or of the identity of concerned persons. Drug & Alcohol Response Team (D.A.R.T.) records will be kept by the school counselor or social worker in a central location in each building.

All students are informed about available resources and are encouraged to participate in programs at any time with or without referral from the D.A.R.T.

In the case of a medical emergency when a student has overdosed on drugs or alcohol, the school nurse will refer to the appropriate community

resource. The administrator will follow disciplinary action upon the student's return to school.

If a student receiving special education services requires intervention because of a substance abuse problem, the D.A.R.T. will work with the Special Education Department to insure continuation of his/her educational program.

This substance abuse policy will be made a part of the student handbook which is given to every student at the start of each new school year. Also in the handbook will be notification to parents and standards of conduct is mandatory.

SUBSTANCE ABUSE REGULATIONS FOR ATHLETIC & CO-CURRICULAR PROGRAMS

Procedures

Athletic policy is separate from, yet consistent with, general school rules and procedures. When a disciplinary referral occurs as a result of a violation in school or at a school-related function, the administrative procedures defined in the current RSU # 14 Drug & Alcohol Use by Students Policy, as well as those defined in the athletic policy, will be followed. The Athletic Substance Abuse Policy also pertains to off-campus activities. Infractions will be accumulated from the time a student enters high school until they receive their diploma.

A. Disciplinary Referrals

1. Possession/Use – First Offense

- a. verify incident by school official
- b. notify administration of incident
- c. administration to follow normal administrative procedures
- d. discuss concerns with student
- e. inform parent/guardian
- f. suspend student for three athletic/co-curricular events or for three weeks, whichever is greater (an event is considered any officially sanctioned match/game/contest)
- g. require student to meet with a substance abuse counselor for assessment and follow the counselor's recommendations. Failure to comply may lead to suspension for the season.
- h. encourage parents to attend an educational program on abuse of alcohol and other drugs.

2. Possession/Use – Second Offense

- a. verify and discuss the incident with student
- b. notify administration of incident
- c. administration to follow normal administrative procedures
- d. notify parent
- e. suspend for remainder of season, or sixty (60) calendar days, whichever is greater
- f. require an assessment before participation in another team sport
- g. require student to attend an educational group and/or other recommended services, as determined by the DART Team, before participating in another team sport/co-curricular event

h. Encourage parents to attend an educational program on abuse of alcohol and other drugs

3. Possession/Use – Third Offense

The student will be dismissed from any athletic/co-curricular participation for one (1) calendar year from the date of the infraction.

3. Selling or Furnishing or Soliciting

- a. verify and notify administration of incident
- b. administration to follow normal administrative procedures
- c. notify parent/guardian, Superintendent and police
- d. suspend (from athletics) for the remainder of the year
- e. require a non-clinical assessment before student can participate in other activities
- f. student to attend an educational group and/or follow other recommendations of the D.A.R.T.
- g. recommend parents attend an educational program on drugs and alcohol

B. Concerned Person/Self Referrals

1. Concerned Person/Suspicion Only/First Report

- a. consult with others to evaluate student's behavior
- b. meet with student to establish relationship and discuss concerns over use (if student admits problem, follow self referral procedure – first report)
- c. Review policy and procedures
- d. Refer to Drug & Alcohol Response Team or community resources
- e. Follow up discussion to determine if resources were effective.

2. Concerned Person/Second Report

- a. consult with others and parents to investigate reports of use/abuse (if there is proof of use, follow disciplinary procedures A-1)
- b. meet with student, review information and policy (give option of self-referral)
- c. recommend referral to Drug & Alcohol Response Team
- d. invite parents to attend an educational program

3. Self Referral

- a. talk with student
- b. refer for a non-clinical assessment
- c. monitor participation in recommended programs
- d. encourage parents to attend an educational program
- e. follow-up to determine if resources were effective and/or helpful