

Windham High School

Student -Parent Handbook & Calendar of Events

2012 - 2013



*"Windham High School provides equal opportunities to achieve excellence for even better tomorrows."
"La Escuela Superior Windham provee igualdad de oportunidades para lograr excelencia y un mejor mañana."*

SEPTEMBER (19/19)

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Sept. 1 & 2 - No School-Staff Development
 Sept. 5th - No School-Labor Day
 Sept. 6th - 1st Day of School
 Sept. 21st - 1/2 Day-Staff Development

OCTOBER (20/39)

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Oct. 10th - No School-Columbus Day
 Oct. 12th - 1/2 Day-Staff Development
 Oct. 26th - 1/2 Day-Staff Development

NOVEMBER (18/57)

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Nov. 2nd - 1/2 Day-Staff Development
 Nov. 8th - No School-Staff Development
 Nov. 11th - No School-Veterans Day
 Nov. 23rd - 1/2 Day-Thanksgiving Recess
 Nov. 24 & 25 - No School-Thanksgiving Recess
 Nov. 30th - 1/2 Day-Parent Conferences Elementary

DECEMBER (17/74)

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Dec. 1st - 1/2 Day-Parent Conferences Elementary
 Dec. 7 & 8 - 1/2 Day-Parent Conferences MS/HS
 Dec. 14th - 1/2 Day-Staff Development
 Dec. 23rd - 1/2 Day-Holiday Recess
 Dec. 26-30 - No School-Holiday Recess

JANUARY (19/93)

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jan. 2nd - No School-Holiday Recess
 Jan. 6th - No School-Three Kings Day
 Jan. 11th - 1/2 Day-Staff Development
 Jan. 16th - No School-Martin Luther King's Birthday

FEBRUARY (19/112)

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

Feb. 1st - 1/2 Day-Staff Development
 Feb. 15th - 1/2 Day-Staff Development
 Feb. 20th - No School-Washington's Birthday Celebrated
 Feb. 21st - No School-Lincoln's Birthday Celebrated

MARCH (21/133)

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Mar. 28 & 29 - 1/2 Day-Parent Conferences All Schools
 Mar. 30th - No School-Staff Development

APRIL (15/148)

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Apr. 4th - 1/2 Day-Staff Development
 Apr. 6th - No School-Good Friday
 Apr. 16-20 - No School-Spring Recess
 Apr. 25th - 1/2 Day-Staff Development

MAY (22/170)

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May 2nd - 1/2 Day-Staff Development
 May 16th - 1/2 Day-Staff Development
 May 28th - No School-Memorial Day

JUNE (10/180)

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Jun. 14th - 1/2 Day-Last day of School

- 1st & Last Day of School
- 1/2 Days (Early Dismissals)
- No School - Students & Staff
- No School - Staff Development
- Parent Conferences Elementary
- Parent Conferences MS/HS
- Parent Conferences All Schools

180 Student Days 184 Teacher Days



All snow days will be made up after June 14th.

Proposed: 3/23/2011

Approved: 4/11/2011

WINDHAM HIGH SCHOOL SYSTEM EXTENTIONS

ADMINISTRATORS

Mr. Albert Harris, Principal Windham High School	465-2480
TBD - Assistant Principal, Windham High School	
TBD - Academy of Humanities & Art Head Master	
Ms. Dorothy Potter - STEM Academy, Head Master	
Mr. Timothy Maclure, Academic Dean of Students	

DEPARTMENTS

Main Office	465-2460
Athletic Manager	465-2485
Counseling Department	465-2470
Security	465-2500
Student Health Center	465-2465

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QUICK DIRECTORY

IF YOU WANT

A locker number
To solve a locker problem
A medical dismissal
Early dismissal
Excused absence slip
A "Tardy to School" pass
Course changes
College Information
A Library pass
A Guest pass

THEN GO TO

Security Office
Security Office
Student Health Center
Secretary of your school
Secretary of your school
Secretary of your school
Guidance Office
Guidance Office
A Teacher
Administrator

Windham High School Mission

Windham High School strives to personalize the educational experience for all students through smaller learning communities in an effort to create autonomous learners.

Our classrooms integrate twenty-first century skills through the authentic application of knowledge with extensive community involvement. The foundation for our career academies' pathways is rigor, relevance, and relationships.

WHS embraces the spirit of multiculturalism in a safe environment of readiness, respect, and responsibility for all members of our diverse community.

Windham Academy of Humanities and Arts Mission:

The mission of the **Windham Academy of Humanities and Arts** is to provide in-depth and personalized educational experiences to a diverse community of learners. Through engagement in the visual and performing arts, world languages and cultural studies, history and government, and writing and spoken communication, students will develop intellectual curiosity, creative expression, social responsibility, and personal growth. Humanities and arts learners will experience a rigorous and relevant curriculum in accordance with state and national standards, develop relationships with their school and larger community, and be college and career ready.

Windham STEM Academy Mission and Purpose:

The mission of the **Windham STEM Academy** is to provide an integrated educational system of high standards to engage all students in an academically rigorous and relevant core curriculum in accordance with national and state standards, that promotes a strong foundation in STEM (science, technology, engineering and mathematics), relevant to real-world contexts and that fosters confidence, empowerment, respect and community involvement to ensure students are college and career ready.

FOREWORD

The Student Council, the faculty, and the administration of Windham High School, Windham Academy of Humanities and Arts and Windham STEM Academy extend a hearty welcome to each of you. This is your school: membership in its student body is a privilege and calls for your support and loyalty. We urge you to be conscious of your responsibility, not only to maintain those fine traditions which are your heritage, but also to be alert to ways and means to improve all phases of your school program. Moreover, we urge you to make the most and best of your high school experience in both academic and extracurricular activities. We suggest that you do as much as you deem possible and worthwhile so that your high school years are those upon which you can look with pride and satisfaction for a job well done. Again, welcome!

**Excuses For Being Absent Or Tardy From School Must Be Submitted
To The Secretary of your school**

For Scholarship Information Contact The School & College Counseling Department

WINDHAM HIGH SCHOOL STAFF

Mr. Albert Harris, Interim Principal
Ms Alexandria Lazzari , Assistant Principal
Mr. Thomas O’Day , Assistant Principal

SECRETARIAL

Ms Sonia Aponte
Ms Renee Bricault
Ms Celinete Garcia
Ms Julie LaCasse
Ms Jessica Medina
Ms Carol Piscetello

Ms Sharon Riddell
Ms Linda Sypher
Ms Elizabeth (Lisa) Velez

APPLIED CAREER & TECHNOLOGY

Ms Patty King - Program Leader /
School to Career / Marketing Education Coordinator
Mr. James Algieri
Mr. Herbert Arico
Mr. Kevin Carey
Ms Merry Dennis
Mr. Al Hubbard-Tutor-Career Center
Mr. John OConnor
Mr. Randall Prose
Ms Diane Sandler
Ms Carole Norrish -
Young Parent Program - Coordinator
Ms Kathy Pekarovic - Daycare Provider
Ms Nicole Williams – Career Center
Ms Emily Phillips – Job Coach
Ms Pat Taylor - Job Coach

ART

Ms Beverly Goslin - Program Leader
Ms Stephanie Ainsworth
Ms Amanda Roohr

ATHLETICS

Mr. Patrick Risley - Athletic Director

ATTENDANCE COORDINATOR

Ms Janet Socquet

BILINGUAL

Ms Julie Christensen, ESL
Ms Mika Fleck – ELL /Transition Support
Ms Andrea Handler-Ruiz
Ms Joanie Landrum
New Bilingual-TBD
New Bilingual-TBD
New ESL

COUNSELING /GUIDANCE

Mr. George Smalley – Guid – Prog. Leader
Ms Joanna Caserta -Guidance
Ms Patricia Doyle-Guidance
Ms Diana Zuckerman-Guidance
Guid. (Bilingual) - TBD
Dr. Thomas Campo- Psychologist

ENGLISH

Mr. Thomas Drewry - Program Leader
Ms Dara Bowling
Ms Rebecca Cutkomp
Ms Lynn Frazier
Ms Melanie Godbout
Mr. Vincent Iovine
Ms Linda Joyal
Ms Kathleen Koljian
Mr. Andrew McNamar
Ms Jennifer Ohlund
Ms Kye Paradise
Mr. William Skoog

HEALTH

Ms Tammy Laferriere
Mr. Patrick Risley

HEALTH /WELLNESS CENTER

Ms. Jo-Ann Pocius, Secretary
Ms Shawn Grunwald –Coordinator
Ms Priscilla Salas, RN
Ms Judy Sanborn, RN
Ms Kathy Nelson, APRN
Ms Carolyn Franzen, Family Therapist

LIBRARY MEDIA CENTER

Mr. Peter Berris
Ms Ann Kouatly

MATH

Mr. Timothy Maclure - Program Leader
Ms Laura Dawley
Ms Sandra Gaboury
Ms Sheryl Garcia
Ms Jessica Goldfarb
Ms Christine Maclure
Ms Katherine McFadden
Mr. Alan Moger
Ms Katelyn Sostak
New Math - TBD

MUSIC

Mr. Peter Lillpopp – Band Director
Ms Katherine Popovic – Choral Director

PHYSICAL EDUCATION

Ms Rebecca Howard – Program Leader
Mr. Brian Crudden
Mr. William Strand

SCIENCE

Mr. William McCooley – Program Leader
Ms Jane Carey-Lyon
Ms Pamela Cavanagh
Ms Kim Donovan
Ms Jennifer ElShakhs
Mr. Kurt Johnson
Dr. Duan-Duan Liu
Ms Brittani Mango
New Science - TBD

SOCIAL SCIENCE

Mr. James Clark - Program Leader
Mr. David Brown
Ms Chelsea Ferland
Mr. Robert Gamache
Mr. Sean Gilligan
Ms Lindsey Hepple

SOCIAL SCIENCE (Cont.)

Mr. Michael Lessard
Mr. William Powers

SOCIAL WORKER

Ms Tera Juszczyk

SPECIAL EDUCATION

Ms.Suzanne Krach - Program Leader
Ms Annie Cronin – Speech Therapist
Ms Shelley Duchesne
Mr. Tom Dufort
Ms Kim Fleck
Ms Kelly Folan
Mr. Ray Foster
Mr. Tom Moran
Ms Laurene Palmer
Ms Aimee Schapp, Psychologist
Ms Kara Cicchiello – Tutor
Ms Jill Luberto - Tutor
Mr. Greg Sykes - Tutor
Ms Bethany DiManno, Job Coach

STUDENT ACTIVITIES COORDINATOR

Ms Kathy Pekarovic

WORLD LANGUAGE

Dr. Valerie Ursin – Program Leader
Ms Ivelisse Hernandez
Ms Kathryn Ward
Ms Robin Williams
New W.L. - TBD

CAFETERIA

Ms Mary Jackson – Manager
Ms Debbie Dubord - Assistant Manager
Ms Melissa Cramer
Ms Suzanne Caya
Mr. Kardia Irizary
Ms Paula Lembo
Ms Rose Smith

CUSTODIANS

Mr. Jay Hernandez- Head Custodian
Mr. Michael Muzykoski –
Asst. Head Custodian

Mr. Felix Ayala
Mr. Kevin Burke
Mr. Reinaldo Cruz
Ms Yolanda Cruz
Mr. Roger Durand
Ms Sandra Durand
Mr. Howard Jackson
Mr. Daniel Macha
Mr. Justin Plourde
Mr. Luis Ramos

PARAPROFESSIONALS

Ms Emily (Kathy) Burdick
Ms Lynn Coleman
Ms Linda Gorgone–Daycare
Ms Sonia Hernandez
Ms Berta Hernandez
Ms Denise Martinez
Ms Laudelina Morales
Ms Maria Ortiz
Ms Shirley Rector–Bus Monitor
Ms Camen Santos
Ms Mildred Serrano
Ms Jo Ann Smith
Ms Melody Wylie –Copy Center
New ISS tutor - TBD

SECURITY

Mr. James Riddell
Ms Barbara Leitkowski
Mr. Wilson Ramos

TEACHER OF THE YEAR

Mr. Thomas Moran

FULL WEEK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 - 7:30-8:40 70 minutes	1 - 7:30-8:40 70 minutes	1 - 7:30-8:40 70 minutes	1 - 7:30-8:40 70 minutes	1 - 7:30-8:40 70 minutes
2 - 8:43-9:53 70 minutes	2 - 8:43-9:53 70 minutes	2 - 8:43-9:53 70 minutes	2 - 8:43-9:53 70 minutes	2 - 8:43-9:53 70 minutes
3 - 9:56-11:06 70 minutes	3 - 9:56-11:06 70 minutes	3 - 9:56-11:06 70 minutes	3 - 9:56-11:06 70 minutes	3 - 9:56-11:06 70 minutes
4 & LUNCH 11:09-11:31 1 st Lunch 11:34-12:44 Class 11:09-12:19 Class 12:22-12:44 2 nd Lunch 22 minutes Lunch 70 minutes Class	4 & LUNCH 11:09-11:31 1 st Lunch 11:34-12:44 Class 11:09-12:19 Class 12:22-12:44 2 nd Lunch 22 minutes Lunch 70 minutes Class	4 & LUNCH 11:09-11:31 1 st Lunch 11:34-12:44 Class 11:09-12:19 Class 12:22-12:44 2 nd Lunch 22 minutes Lunch 70 minutes Class	4 & LUNCH 11:09-11:31 1 st Lunch 11:34-12:44 Class 11:09-12:19 Class 12:22-12:44 2 nd Lunch 22 minutes Lunch 70 minutes Class	4 & LUNCH 11:09-11:31 1 st Lunch 11:34-12:44 Class 11:09-12:19 Class 12:22-12:44 2 nd Lunch 22 minutes Lunch 70 minutes Class
BONUS 12:47-1:17 30 minutes	BONUS 12:47-1:17 30 minutes	BONUS 12:47-1:17 30 minutes	BONUS 12:47-1:17 30 minutes	BONUS 12:47-1:17 30 minutes
5 - 1:20-2:30 70 minutes	5 - 1:20-2:30 70 minutes	5 - 1:20-2:30 70 minutes	5 - 1:20-2:30 70 minutes	5 - 1:20-2:30 70 minutes

HALF DAY

90 MINUTE DELAY

PERIOD 1	7:30-8:10	PERIOD 1	9:00-9:52
PERIOD 2	8:13-8:53	PERIOD 2	9:55-10:47
PERIOD 3	8:56-9:36	PERIOD 3	10:50-11:42
4 & LUNCH	9:39-10:01 1 st Lunch 10:04-10:44 Class 9:39-10:19 Class 10:22-10:44 2 nd Lunch	4 & LUNCH	11:45-12:07 1 st Lunch 12:10-1:02 Class 11:45-12:37 Class 12:40-1:02 2 nd Lunch
BONUS	10:47-11:17	BONUS	1:05-1:35
PERIOD 5	11:20-12:00	PERIOD 5	1:38-2:30

ACCREDITATION STATEMENT

Windham High School is accredited by the New England Association of Schools and Colleges, Inc., non-governmental and nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to the students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
THE SANBORN HOUSE, 15 HIGH STREET
WINCHESTER, MASSACHUSETTS 01890 Phone (617) 729-6762

EXPECTATIONS FOR STUDENT LEARNING

Academic Expectations:

A Windham High School graduate will

- 1.) read with understanding and critical insight
- 2.) apply academic knowledge, problem-solving strategies and critical thinking skills to solve authentic problems
- 3.) write and speak effectively
- 4.) be able to access, organize, evaluate and communicate information using technology and traditional sources

Social / Civic Expectations:

A Windham High School graduate will

- 1.) exhibit social and civic awareness
- 2.) understand the value of cultural diversity and respect multiple points of view
- 3.) demonstrate skills necessary for career preparation
- 4.) illustrate an appreciation of the arts
- 5.) understand the importance of physical fitness and good health
- 6.) demonstrate the ability to be an autonomous learner
- 7.) demonstrate a sense of community

Adopted by BOE 26 June 02

NON-DISCRIMINATION STATEMENT

The Windham Board of Education as a matter of policy does not knowingly condone discrimination on the basis of sex, age, race, religious creed, national origin, color, marital status, sexual orientation, ancestry, or present or past history of mental disorder, mental retardation, learning disability or physical disability with respect to treatment, employment, admission, education programs, or services provided or operated by the board.

Inquiries concerning compliance with Title IX (gender discrimination) or Section 504 of the Rehabilitation Act (disabilities) may be referred to the Director of Special Services, Windham Public Schools, 322 Prospect Street, Willimantic, Connecticut 06226 telephone number (860) 465-2512. Additional inquiries concerning compliance with Title VI (discrimination based on color or national origin) may be referred to the Director of Personnel, Windham Public Schools, 322 Prospect Street, Willimantic, Connecticut 06226.

WINDHAM HIGH SCHOOL OBJECTIVES

1. To prepare our students for further formal education or the world of work and to promote lifelong learning.
2. To develop the skills in reading, writing, reasoning, speaking, listening, observing, analyzing, and computing.
3. To develop a curriculum which is sensitive to multiple learning styles and which

makes use of a wide variety of instructional techniques.

4. To provide co-curricular activities which enhance students' interpersonal relationships through communication, service, and leadership.
5. To provide a physical education program, health and nutritional services, and athletic activities which promote physical fitness and good health
6. To create an awareness of the adverse effects of substance abuse.
7. To instill in our students an appreciation of the arts.
8. To establish high moral, ethical, and intellectual standards which encourage civic responsibility and respect for the rights, dignity, and property of others.
9. To engender within our students respect and appreciation for cultural and linguistic diversity.
10. To maintain support systems which give students the opportunity to articulate feelings, set realistic goals, make responsible decisions, and develop positive attitudes toward self and others.

ACADEMIC INFORMATION - PASS-FAIL COURSES

The PASS-FAIL Course option is intended for students wishing to take a course and who believe that:

- The motivation for taking the course is derived from its content rather than achievement of a grade
- They would like to take a difficult course without risking the possibility of a poor grade or endangering their class rank.

A student must take at least four (4) courses for graded credit. A student may elect to take any number of courses, over the four required, on a Pass-Fail basis. Such courses, if passed, will contribute towards the 21 credits needed for graduation but will not be considered for rank in class or marking period honors since Pass-Fail Courses have no grade points or quality points. The student must make the choice for Pass/Fail option within the first 3 weeks of the course.

AUDITING COURSES

The COURSE AUDITING option is available to students who wish to participate in a selected course or courses WITHOUT CREDIT.

The arrangement to audit must be made through the student's school counselor. Teacher approval must be obtained on the prescribed forms which are available from and must be filed with the counseling department. The student must make the choice for the audit option within the first 3 weeks of the course.

MARKING SYSTEM GRADING

All subjects are classified on the basis of degree of difficulty and the full range of grading listed below may be utilized for each level.

- 90-100** Superior achievement at designated level.
- 80-89** Above average achievement at designated level.
- 70-79** Average achievement at designated level.
- 60-69** Below average achievement at designated level.
- 0-59** Failure achievement at designated level.

A report card is issued to each student at the close of each of the Trimesters.

LETTER GRADES (I, F, E, P, WP/WF)

I - indicates incomplete work due to personal illness or other unusual circumstances. The "I" is not to be used solely to provide additional time for a student to complete work. The "I" shall be issued only with the approval of the department head. The issuance of an "I" means CREDIT for the course is being withheld. All "I's" issued are to be changed to an appropriate grade **within 15 school days** following the end of each trimester.

F - Indicates failure in the course and no credit will be given. "F" will be issued only in Pass/Fail courses or in P.E. when swimming has been failed.

E - Indicates medical excuse.

P - Indicates all course requirements have been met.

INSTRUCTIONAL LEVELS

Courses at Windham High School are meant to meet the instructional needs of all students. Teacher recommendation, past performance and standardized test scores are factors in determining placement. All courses are intended to prepare students for both post secondary education and entering the work force.

College Prep - Recommended for students planning to pursue a post-secondary education

who are performing at or above grade level.

Honors - Recommended for highly motivated students planning to pursue a post-secondary education who demonstrate superior academic performance.

AP/ECE - A college level course for students who are highly motivated, capable of superior work in a subject area, and who may wish to obtain college credit through the advanced placement or early college experience.

CREDIT

All students must take a minimum of **SEVEN AND ONE-HALF CREDITS** each year. Seniors in good standing may have reduced credit load with administrator approval. Any exception to the minimum requirements must receive administrative approval. These courses must include all required courses. Any additional courses which a student selects may be taken on a Pass/Fail basis. No credit is given for courses which have already been passed and are being repeated to improve marks or understanding. Credit for most courses is issued on a trimester basis. The amount of credit earned for a course is determined by the number of times per week that the course meets.

To earn credit for any course a student must: receive an average of 60 or above or a "P" in a Pass/Fail course.

QUALITY POINTS

All subjects are classified on the basis of degree of difficulty. Students earn quality points based on difficulty and performance levels. Pass/Fail courses have no quality points.

QUALITY POINT TABLE

4.0 System with Applied Weights

Num. Grade	Alpha Grade	"AP" (2.00)	Honors (1.75)	College Prep (1.50)	Fundamental (WHS only) (1.25)
97-100	A+	8.00	7.00	6.00	5.00
93-96	A	7.34	6.42	5.51	4.59
90-92	A-	6.66	5.83	5.00	4.16
87-89	B+	6.00	5.25	4.50	3.75
83-86	B	5.34	4.67	4.01	3.34
80-82	B-	4.66	4.08	3.50	2.91
77-79	C+	4.00	3.50	3.00	2.50
73-76	C	3.34	2.92	2.51	2.09
70-72	C-	2.66	2.33	2.00	1.66
67-69	D+	2.00	1.75	1.50	1.25
63-66	D	1.34	1.17	1.01	.84
60-62	D-	.66	.58	.50	.41
00-59	F	.00	.00	.00	.00

CLASS RANK

1. All graded courses that are awarded credit will be included in calculation of rank in class.

2. Pass/Fail courses will not be included in rank calculation.

3. High School level classes taken at Middle Schools/Junior High Schools will not be included in rank calculation.

4. Grades will be weighted for purposes of class rank as indicated below:

Fundamental (WHS only)	1.25
College Prep (WHS only)	1.50
Honors	1.75
Advanced Placement	2.00

5. The sixth semester rank will be used for college applications and is the official rank recorded on each student's transcript. The cumulative rank at the end of the seventh semester will be used for WHS scholarship considerations.

6. Courses which are taken outside the school day, out of district for enrichment and/or personal growth will not be considered for class rank calculation. Summer school classes taken either at WHS or other high schools will not be considered in class rank.

7. The top ranking member of the graduating class at the end of the seventh semester will be designated as class valedictorian. The second ranking member of the graduating class at the end of the seventh semester will be designated as class salutatorian.

INTERIM PROGRESS REPORTS

Interim progress reports will be mailed to all parents/guardians After 5 weeks into each

trimester to provide information about student progress. The intent is to:

1. increase communication with the home;
2. reinforce success;
3. encourage parent/guardian support and assistance for students whose grades need improvement.

Windham Academy of Humanities & Arts and Windham STEM Academy

Graduation Requirements: See Education Specification.

Windham High School Graduation Requirements

I. Introduction

The Windham High School graduate must earn a minimum of 21 credits and must meet the credit distribution requirements. Students must meet the district's performance standards in each of the following categories: literacy, problem-solving skills, and basic civic awareness.

II. Credit Distribution Requirements

English	4.00 credits
Math	3.00 credits
Science	2.00 credits
Social Science	3.00 credits
must include .50 credits in Civics	
must include 1.0 credit in US History	
Physical Education	1.0 credits
Health	.50 credits
Aesthetics of Art	
Applied Career and Technology Studies	
Business and Computer Science	
Family and Consumer Science	
Technology Education	
Music	
World Language: (If the World Language sequence is selected, at least one additional credit must come from another area.)	2.00 credits
Electives	5.00 credits
Total Credits	21.00 credits

III. Performance Requirements

The Windham High School graduate will

- A. demonstrate the ability to read a variety of materials with understanding and critical insight. In addition to completing course and credit requirements, satisfactory performance will be determined by one of the following:
 - Achieving in band three or four on the CAPT Reading Across the Disciplines assessment
 - Achieving proficiency on a Windham High School performance-based writing assignment
- B. demonstrate the ability to write clearly and coherently for a variety of purposes. In addition to completing course and credit requirements, satisfactory performance will be determined by one of the following:
 - Achieving in band three or four of the CAPT Writing Across the Disciplines assignment
 - Achieving proficiency on a Windham High School performance-based writing assessment
- C. demonstrate the ability to use problem-solving skills to solve authentic problems. In addition to completing course and credit requirements, satisfactory performance will be determined by one of the following:
 - Achieving in band three or four on the CAPT Mathematics assessment
 - Achieving in band three or four on the CAPT Science assessment
 - Achieving proficiency on a Windham High School performance-based problem-solving assignment
- D. demonstrate well-developed local, state and national civic awareness. Satisfactory performance will be determined by one of the following:
 - Achieving a C or better in Civics class
 - Passing the US Citizenship exam

- Passing the US Citizenship exam

E. Complete senior project

IV. Implementation

Starting with the class of 2006, all students must meet graduation requirements to receive a Windham High School diploma. The implementation process will take four years to be completely developed. The process will parallel the class of 2006 as they proceed through their four years at Windham High School. Prior to the start of each of those four years, all components related to that year will be established and implemented. Students will have two opportunities to take CAPT

V. Notification

Parents will receive written notification of the status of graduation requirements starting during the student's junior year. This notification of progress on each performance assessment will be sent home in the form of a performance report card and will be ongoing.

Teachers will be provided with a list of all students who have not met the Performance Graduation Requirements. Teachers will be notified of the junior CAPT scores upon receipt at the school.

All students will be advised of the Performance Graduation Requirements at the beginning of their freshman year. Juniors who do not meet the CAPT performance standards will be notified in the fall of their senior year.

VI. Exemptions

Students who transfer to Windham High School during their senior year will be exempt from the Performance Graduation Requirements.

Special education students may be exempt from the Performance Graduation Requirements by their I.E.P., which will be developed during the annual review.

VII. Appeals

Students who score below the proficiency level on the performance assessment may appeal their score. Students must submit an appeal to the principal within 10 school days of receiving their score. A student must submit a written statement, providing a rationale, explaining why his/her score should be re-evaluated. If an appeal is made the assessment will be submitted to an independent assessor selected by the principal. The principal will communicate results of the independent review to the student and parent/guardian within 10 school days of receiving the appeal.

Grade Promotion Requirements (WHS only)

The credits required to be promoted from one grade to another for WHS only follow:

To the SOPHOMORE Class	4.00 credits
To the JUNIOR Class	9.00 credits
To the SENIOR Class	14.50 credits

Windham Academy of Humanities & Arts and Windham STEM Academy

Grade Promotion Requirements: See Education Specification.

Honor Rolls

Trimester honors are awarded for each trimester on the basis of average grades earned for that marking period. A "90" or better average and no grade below "80" will qualify a student for the HIGH HONOR ROLL. An "80" or better average with no grade below "70" will qualify a student for the HONOR ROLL. Both Honor Rolls are determined WITHOUT reference to instructional level.

Access to Educational Records

The following people have legal access to a student's records:

- The student who has reached the age of 18 or one who is receiving post-secondary education
- The parent or guardian of the student or agent authorized by the parent or eligible student;
- School district staff who share the responsibility of promoting the educational progress and welfare of the student.

Each parent of a student or a student over 18 years of age shall have the right to inspect and review education records within a minimum of 45 days after a written request has been made. This includes the right to obtain copies of the records requested. All review of education records shall be conducted with a staff person to interpret the information therein.

For more extensive information refer the Windham Board of Education policy number 5125,

Confidentiality of Pupil Records and Protection of Children's Rights.

An Act Concerning Graduation Requirements and Readmission and Placement of Older Students (PA 96-36)

This act authorizes school boards to: (1) deny readmission to any child age 16 or older who has voluntarily withdrawn from school for up to 90 school days from the date of withdrawal; (2) place a 19 or 20 year old who is enrolling in school in an alternative school or other suitable educational program, if he cannot acquire enough credits for graduation by age 21; and (3) allow a student to graduate during a period of expulsion, if the board determines that he has the necessary credits.

Students requesting letters of attendance to be sent to various state or federal agencies should be aware that students must be enrolled and attending classes a minimum of 30 school days before a letter will be issued.

CHEATING

Plagiarism and other forms of cheating are improper and unacceptable. Each teacher will establish a personal policy which includes consequences.

STUDENT ATTENDANCE AND TRUANCY POLICY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE AND TRUANCY – Revised July 2008

A. Definitions

- "Student" - a student enrolled in the Windham Public Schools.
- "Unexcused absence" - any absence from a regularly scheduled school day, which absence is not an excused absence.
- "Excused absence" - an absence from a regularly scheduled school day which, as determined by the building principal [or his/her designee], is for: reasons of health, including illness, incapacity, or doctor's visits. The administration reserves the right to require physician or other appropriate certification for absences in excess of five (5) consecutive days or of a total of fifteen (15) days in any school year.
 - religious holidays.
 - court appearance.
 - funeral or death in the family.
 - suspension or expulsion.
 - special activities or emergencies with the consent of the parent or other person having control of the child in limited circumstances.
- "Truant" - any student five to seventeen years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. As is defined by CT State Statute, section 10-198a.

B. Procedures applicable to students ages five to seventeen, not yet eighteen; as per CT State Statute, section 10-198a –e.

1. Intervention

- When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent or other person having control of such student and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. If the parent or other person declines to attend the meeting, that fact shall be documented and the meeting shall proceed with school personnel in attendance.
- If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection 10-198a, above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file for such truant a written complaint with the Superior Court pursuant to CT General Statute, section 46b-149 alleging the belief that the acts or omissions of the truant are such that his family is a Family With Service Needs (FWSN).
- If a student exceeds 4 unexcused absences in one month or 10 unexcused absences in one year, the District Attendance Office will be notified. The Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate.

Additionally, as per state law, administrators may be required to issue a referral to Juvenile Court for truancy.

- d. In addition to the procedures specified in subsections 10-198a through c above, a regular education student who is experiencing attendance problems shall be referred to the building Child Study Team for program review and assistance. The Team will review the student's need for referral for a PPT meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems shall be referred for a PPT meeting for program review.

ATTENDANCE POLICY

Student/Parent Responsibilities:

1. To provide students with continuity of instruction, consistent attendance is expected on scheduled days. It is the responsibility of all parents/guardians to monitor the attendance of their son/daughter. School assistance is available as needed. **REPORT ALL ABSENCES AND TARDIES** to the Principal/Headmaster office.
- a. Absences must be reported within 5 days with a written note to avoid your son/daughter from being "truant" and to prevent the loss of credit. Tardies must be reported the same day. Truancy results from unexcused absences.
2. If a student must leave the building for an appointment, a dated note from a parent should be submitted to the Principal/Headmaster office the morning of the appointment. The note must include the date and a phone number that may be used for verification. Upon verification, the student will receive a pass that must be signed by his/her teacher before leaving for the appointment.

LOSS OF CREDIT

1. Students are allowed six (6) absences per Trimester. On the seventh (7th) absence the student will lose credit in that course.
2. Absences which count towards the absence total are: AT, AE and AU (see Attendance Code explanation below)

ATTENDANCE CODES AND DEFINITIONS:

Absences that count towards loss of credit:

- AE** Absence Excused – any absence for which a note has been provided with specific reasons as to why the student was absent for a full or partial day, or student is excused from class.
- AU** Absence Unexcused – any absence for which a note was not provided.
- AT** Tardy Absent – late to class in excess of 10 minutes; without a pass or a note.

Absences that DO NOT count towards loss of credit:

- ISS** Absent/In School Suspension **OSS** Absent/Out of School Suspension
- AF** Absent/Field Trip **AH** Absent/Health Center
- AC** Absent/Counseling/Intervention Room/Psychologist
- AR** Absent/Religious Holiday – a note must be provided by parent/guardian
- AD** Absent Administrator **AA** Absence Unassigned
- ET** Tardy Excused – late to class with a school approved note or a pass
- T** Tardy Unexcused – late to class under 10 minutes **without** a note or a pass

ABSENCE PROCEDURES

- ❖ All absences and tardies must be reported to their administrator's secretary.
- ❖ Parents/guardians and students must keep track of absences and tardies.
- ❖ More than 6 absences may result in LOSS OF CREDIT

When a student is tardy to school...

Report tardies the same day.

When a student is absent from school...

Report absences in writing within 5 school days

When a student needs to leave school early for an appointment...

1. A dated note including a phone number from a parent/guardian must be submitted to the secretary the morning of the appointment.
 2. The Principal/Headmaster's secretary will verify the note using the phone number.
 3. Once verified the student will receive a pass from the secretary.
- Parents/guardians and students must keep track of absences and tardies.

More than six (6) absences in a trimester will result in LOSS OF CREDIT.

ATTENDANCE REVIEW: Recovery of Credit Contract/ROCC

Students who lose credit due to the Attendance Policy are eligible for the Recovery of Credit Program. There are several steps to the attendance review process that each student needs to understand. Each step requires that the student take responsibility for his/her actions.

1. Once a student has lost credit, he/she must apply for a "Recovery of Credit Contract" ROCC with the school's Principal / Headmaster. This contract will require that the student not exceed a specified number of absences for the contract period.
 - a. Students must have 90% attendance throughout the contract period with no unexcused absences.
 - b. The contract period begins on the first school day following when the ROC contract was completed.
2. If a student fails to adhere to the ROC contract guidelines, credit can only be restored through a meeting with his/her Administrator or by an appeal to the Final Appeals Committee.
 - a. The student **MUST** be notified by the Secretary that he/she has surpassed the allowable number of absences and has broken his/her contract in a timely fashion; within the week that the contract was broken.
 - b. The student will also be informed of his/her options to either meet with their Administrator or to schedule a Final Appeals hearing in order to recover their credit for that semester.
3. If a Special Education student has exceeded the allowable number of absences in a semester and has lost credit, a PPT will be held. The Planning Placement Team meeting may approve the recovery of credit.

A Recovery of Credit Contract will be implemented for all students with extenuating circumstances.

Final Appeals Committee - Restoration of Credit

The Final Appeals Committee convenes at the **END** of each trimester. The committee hears student cases that have violated their attendance contract and/or exceed the allowable number of absences for a specific course(s). The committee is comprised of an administrator, regular and special education teachers, a guidance counselor and the non-voting attendance coordinator. **NOTE:** If a student is absent more than **ten (10) times** in a trimester an appeal must be made to the Final Appeals Committee. If the student *does not exceed the 10 absences* mentioned in this clause, he/she may seek an alternative arrangement by meeting with his/her Administrator. **1.** In order to receive credit lost due to absences, the student must meet the following

criteria through the Final Appeals process:

- a. The student must provide a written request to the secretary for a hearing by the posted deadline date.
- b. The student may receive a Final Appeals hearing through Administrative approval.
- c. The student will then be notified when a hearing will take place, or if other action has been taken on the student's behalf.
- d. Both the student and parent will be asked to attend the meeting. At the minimum, the student must be present or no restoration of credit will be considered, **unless** there is information that is brought to the attention of the Final Appeals Committee which gives them reason to re-schedule the student's appeal. The committee may also decide to approve the restoration of credit depending on the information presented at that time.
- e. The student must satisfactorily meet the conditions of the teacher with regards to classroom participation, homework completion and improved daily attendance.
- f. If an appeal is denied, the student must meet with his/her Guidance Counselor to discuss other educational options.

The following criteria will be used by the committee in order for a decision to be reached.

1. An official documentation of ALL absences, showing an improved attendance following the point at which credit was withheld.

- Input from student's teachers, guidance counselor, support staff, Wellness Center, and others as is applicable.
- The written response from the student and/or parent.

NOTE: A student may apply to the Final Appeals Committee a maximum of *three times* during his/her high school career. The Final Appeals process will only take place at the end of each Trimester. The committee's decision will be sent home within **two days** of the meeting. At the school level, the Administrative or Committee's decision is final.

ATTENDANCE TAKING PROCEDURES: Teacher Responsibilities

NOTE: The first period of the day's attendance MUST be entered within the first fifteen (15) minutes of the start of the period. It is imperative for student/school safety that the students' attendance be recorded accurately and timely.

- Attendance **MUST** be taken by the end of **each period** by the **classroom teacher**.
- Teachers will record and maintain accurate dates of all absences of students from their respective classes. If a student is more than ten (10) minutes late to class *without* a pass or a note, this constitutes a Tardy Absent = AT (NOT an AU).
- The bell signaling the beginning of each period will be used to enforce the tardiness rules.** A student must be in his/her room before the bell rings. Each unexcused tardiness to class will result in a one - half hour staff detention. The teacher and student may agree upon an alternative assignment to replace a detention. Failure to serve a staff detention, or submit the alternative assignment within two school days of the infraction will result in a Category B offense referral.

Attendance Responsibilities

- Upon notification from the relevant departments and/or teachers, the Secretary of the students school will revise attendance codes appropriately. **NOTE:** Acceptable reasons for an absence are stipulated under Board Attendance Policy, Definition #3 (refer to pages 9 and 10).
- The following will also be considered as excused absences, not to be counted towards credit loss:
 - An appointment with a School Administrator/AD, School & College Counseling Office/AC or Health Office/AH.
 - A school-sponsored field trip or an educational activity approved by administration/AF.
 - Discretionary absences approved by Administration.
- An excused absence is an absence by which the student brings in a signed note from his/her parent or guardian within five (5) school days of the return to school.
- Notes for absences and/or tardies must be submitted to the main office. **ALL** Notes submitted to the office will be retained on file to document excused absences and/or tardies. Notes submitted after the five days can be used for Final Appeals, but may not excuse an absence. If notes are not submitted, the absences/tardies are not considered excused unless there is other documented information that supports the excused absence.
- Unexcused absences may result in disciplinary action.
- All students who are late to school, arriving after 7:30 a.m., MUST enter through the Main Office entrance and MUST sign in main office. Students using false names will be referred to an Administrator for disciplinary action.**
- After signing in, students should report to the Main Office if they have a note for being late or go directly to their first class.

EARLY DISMISSAL

Students who wish to be dismissed early from school will be granted this privilege only with a note from a parent or guardian explaining the reason for the early dismissal and stating the time of departure. Early dismissals are subject to verification and approval by the administration.

PLEASE: Parents should arrange for medical and dental appointments, driving tests, etc. after school hours.

Students requesting early dismissal are to abide by the following procedures:

- Report to the Administrators office and receive an early dismissal pass to give to the teacher upon departure from the school.
- Before leaving the building, the student must return to the office and sign out.
- Students granted early dismissal privileges must have their pass signed by each teacher whose class has been missed to have the absence recorded as excused.

SCHOOL & COLLEGE COUNSELING DEPARTMENT

Mr. Smalley	860-465-2474	Director
Ms. McIntosh	860-465-2473	Upper Class Grades 11- 12
Ms. Zalewski Intern (Career Center)	860-465-2497ext. 4	Upper Class Grades 11- 12
Ms. Zuckerman	860-465-2477	Windham Academy of Humanities & Art Grade 9-10
Ms. Doyle	860-465-2478	Windham STEM Academy Grade 9-10

Counselors provide information, testing services, and counseling for educational, vocational, and personal planning. Students are encouraged to meet with their counselors whenever necessary and are called to the guidance office for program planning on a regular basis. Students may arrange an appointment with their counselor by signing an appointment sheet in the guidance office before school, after school, or **BETWEEN CLASSES** during the school day.

The guidance department also maintains a library of college catalogues and information concerning occupations and scholarships which students may consult. In addition, representatives from different schools, colleges, business and industry are invited to Windham High School on a regular basis to discuss the various opportunities available to students.

CAREER CENTER

The Windham High School Career Center offers guidance on career decision making and helps students create portfolios. Students are able to explore current part time and future career opportunities, research training and education requirements and programs beyond high school, practice interviewing skills, complete a resume, participate in self assessments and gain a further understanding of the interaction between lifestyle choices and career paths.

Each freshman will receive an orientation on the Career Center and begin to create a portfolio. Any staff member may schedule classes facilitated with career center staff that incorporate career exploration into already existing curriculum. Individual students may receive services during their study hall or another scheduled time.

The Career Center is located across from the main office and is equipped with computers, a video library and a variety of books. Appointments are necessary for classes.

THE LIBRARY MEDIA CENTER

The Laurence King Library Media Center offers over 14,000 books, dozens of magazines, four daily newspapers, over 1,000 videos and DVDs. The resources include computer workstations with internet access and several on-line subscription databases.

LMC CODE OF CONDUCT

Respect for each other, for property, and our common learning environment is the principle. In order to maintain LMC privileges (study hall access, borrowing) you must:

Maintain silence, Neither consume, nor display food and/or beverages, Return LMC material on time, Comply with Acceptable Use Policies as stated in this handbook and posted in the LMC, Comply with regulations and responsibilities as outlined in the student handbook and LMC policies.

HOURS: The LMC is usually open before, during, and after school. The hours will be posted on the LMC door.

COMPUTER AND INTERNET USE

Computer activities must comply with the policies of the District, the laws of the

State of Connecticut and the United States. The computer network and the messages transmitted and the documents created on it are the property of the District. The District has the right to supervise the use of such property.

The rules for computer use are:

1. Use the Internet, intranet or hardware and supplies in support of education and research only.
2. not transmit threatening, obscene, degrading, or harassing messages or materials.
3. not download, store or print files or messages that are profane, obscene, pornographic or that use language that offends or degrades others.
4. not attempt to gain access to restricted or unauthorized network services, the accounts and files of others, or share my password.
5. not knowingly degrade or disrupt Internet services; this includes, but is not limited to vandalizing data, creating or sending computer viruses and sending unwanted files and messages.
6. not knowingly violate copyright laws.
7. not post anonymous messages or provide any personal information about myself or anyone else over the internet or intranet.
8. not access or participate in chat rooms.
9. not use email except for educational purposes.

Any conduct that is in conflict with the responsibilities listed above may result in termination of network access and/or other disciplinary action

Any violation of the acceptable use policy will result in the following consequences:

First Offense:

Warning by Administrator

Second Offense:

Deny access to Internet/Intranet for up to the remainder of the school year.

Third Offense:

Deny access to Internet/Intranet for up to the remainder of the school year. Additionally, up to three days of In-School Suspension.

Fourth Offense: Deny Internet access for the school year additionally, added days of In-School Suspension or Out of School Suspension to be determined by the administrator.

Parents/Guardians not wanting their student to have access to Windham High School student network, must request removal, in writing, to the school principal.

STUDENT HEALTH CENTER

1. The Student Health Center has two registered nurses available during school hours. One nurse is also available before and after school. They are available to staff on an as needed basis. The nurses provide school health nursing services including: assessments of injury and illness, health screenings, health education and coordination of services for students with special health care needs.
2. Students must have a pass for admission to the Student Health Center, unless it is during passing time or there is an emergency situation.
3. Students may not carry medications. The three exceptions to this are: asthma inhalers, epi-pens and insulin pens. All other medications must be kept and dispensed by the nurse. A medication authorization completed by a physician and a parent or guardian must be on file in the health center for any medication taken during school hours. Non-aspirin products, i.e. Tylenol and Ibuprofen, can be given to a student with written parental/guardian consent. These forms can be obtained in the health center.
4. Students who are at risk for sexually transmitted diseases or pregnancy may obtain condoms from the Student Health Center nurses. These are dispensed after counseling which encourages abstinence. Students are also encouraged to speak with their parents or guardian about these issues. These services are confidential as required by law.
5. All tenth grade students must have a physical as required by state law. Students who do

not comply with this state mandate will not be issued a schedule when entering 11th grade.

6. The nurses in the Student Health Center must clear all students entering Windham High School from outside of Windham or Columbia.
7. The nurse must clear all students who participate in school sports. Students must have a physical every 2 years by a physician/APRN and a health history completed by the parent/guardian every year.

WELLNESS CENTER

In addition to school health services, students may receive expanded health and mental health services through the Wellness Center Program. A Nurse Practitioner, a Social Worker, and an Outreach Worker staff this program partially funded through a grant from the State of Connecticut Department of Public Health. Students can receive physical examinations, health education, diagnostic tests, treatment for illness, counseling and support. **Any services not covered by the students medical insurance, including co-payments and deductibles, are provided free of charge. No one will be denied services because of inability to pay or lack of medical insurance.** Referrals for services not provided at the center are made to community agencies. **Written permission of a parent/guardian is required for students to participate.** For more information, call 465-2465 during school hours.

TRANSPORTATION DISCIPLINE POLICY

It is the intent of this policy to ensure the safety of all students riding Windham Board of Education buses. It is imperative that all students respect the rights of others. Therefore, administration has the right to prohibit students from riding a bus if their action on or waiting for a bus in any way endangers the safety of persons or property.

Any student may also be prohibited from riding the bus if he/she commits any violation of the rules and regulations. These students shall immediately be reported to school authorities and may be suspended or expelled from bus privileges. [Connecticut General Statutes 10533c(a)] All such suspensions shall be processed in accordance with the foregoing statute. Procedures in cases involving special education students will be referred to a Planning and Placement Team (PPT).

ADMINISTRATIVE RULES AND REGULATIONS RE:

TRANSPORTATION DISCIPLINE POLICY "CODE OF BEHAVIOR"

1. The driver is in charge of the bus and all students riding therein. The bus driver has the authority to assign students to specific seats as needed or desirable. The driver shall enforce all rules and regulations adopted by school authorities for the conduct of students on the bus. **Failure to obey directions and other violations of rules will be reported to the appropriate administrator.**
2. Students must take a seat upon entering the bus and remain seated while the bus is in motion.
3. Students shall not move from one seat to another seat except as directed by the bus driver and at a time when the bus is not in motion. They should get on and off the bus only when it is fully stopped.
4. Conduct on the bus should be substantially the same as classroom conduct except that reasonable talking is permissible.
5. No indecent or profane language shall be permitted on the bus nor shall there be any rowdiness.
6. Unnecessary talking with the driver is prohibited.
7. The possession and/or use of alcohol, drugs, knives, guns and any other dangerous or illegal items on the bus is strictly prohibited.
8. The use of tobacco, matches or lighters on the bus is prohibited and a violation of state law.
9. The throwing of any object in or around the bus is strictly prohibited.
10. Students must not at any time extend their arms or heads out of the bus windows.
11. Bus windows shall not be opened without the consent of the driver.
12. Students shall assist in keeping the bus clean, sanitary, and orderly, and shall refrain

from abusing the bus, its cushions or other equipment.

- 13. Upon entering or leaving the bus, pupils shall avoid crowding or in any way disturbing others.
- 14. Students shall not leave the bus without permission from the proper school authorities, except at their designated stop.
- 15. Students shall enter and leave the bus only by the front door except in cases of emergency.
- 16. Students tampering with the emergency door except in an emergency will have their bus privileges suspended.
- 17. Students must be on time and at all times cooperate in keeping the bus on schedule.

PENALTIES:

First Offense: Student shall be spoken to by the Administrators and the parents shall be notified, with any exceptions at the discretion of the principal.

Second Offense: Student shall be spoken to by the Administrators and a written warning with the rules and regulations will be sent home

Third Offense: Student's bus privileges shall be suspended to a maximum of 10 days.

Fourth Offense: Student may be expelled from bus privileges for the remainder of the year with the approval of the Board of Education if it is necessary to maintain the safety and wellbeing of the student or bus driver.

Note: Although progressive discipline will be followed for offenses of a minor nature, any serious offense may result in immediate suspension from bus privileges.

GENERAL INFORMATION LOCKERS

Initial locker assignments appear on student schedules. After initial locker assignment, any reassignment or new assignment will be made through the security office. Sharing of lockers is not allowed. Each student will be issued a school lock. Students are responsible for maintaining the school issued lock on their assigned lockers. No other locks are to be used. All other locks will be cut and removed and locker contents will be taken to the security office. All locks and lockers are the property of Windham High School and as such should be properly taken care of. Vandalism to the lock or locker, theft from a locker, etc, should be reported to the security office immediately. In the event of loss or damage to the lock, another school lock will be issued from the security office and the student will be required to pay the replacement cost. Failure to pay the replacement cost will be considered a debt to the school. (Refer to Debts to School, page 16)

Under school board regulations, desks and lockers **MAY BE INSPECTED** if the administration has reason to suspect that materials injurious to the best interest of the school are kept on school property. In an emergency situation, locks for which keys or combinations are not available will be cut off.

CLASS DUES

All students are required to pay class dues to help defray the great expenses that occur during their senior year. The dues schedules are

Freshmen	\$7.00	Juniors	\$21.00
Sophomores	\$14.00	Seniors	\$28.00

These dues may be paid at the school bank any time during the school year. Students will also have the opportunity to pay for their class dues by participating in class fund-raising activities.

CAFETERIA REGULATIONS

Free breakfast & lunch will be provided to all students at no cost.

There are three cafeteria lines offering a variety of choices from each of the Five Food Groups as federally required under "offer vs. serve" regulation. You are required to select at least 3 different foods from the 5 Food Groups, a plan designed to test your nutrition ingenuity and eliminate waste. At the close of the lunch period, trays, dishes, tableware, etc. are to be disposed of in proper receptacles.

Students are free to bring lunches from home, but **ALL EATING MUST TAKE PLACE IN**

THE CAFETERIA. DURING THEIR LUNCH PERIOD, STUDENTS MUST REMAIN IN THE CAFETERIA OR DESIGNATED AREAS. No food will be allowed out of the cafeteria at any time.

VISITORS

Student Visitors' passes may be granted at the discretion of the Administration and should be requested at least one day in advance. **PRE-HIGH SCHOOL AGE VISITORS ARE NOT ALLOWED.** A note will be needed from the parents of both the visiting students and the WHS students. Verification will also be needed that the visiting student's school is not in session on the day of the visit. No more than 3 visitors will be allowed per day. No visitors are allowed during the months of March and June with the exception of potential transfer students who have received the permission of the principal. All other visitors must report to the main office for signing in and clearance.

CONSTITUTIONS

The Student Council, National Honor Society, and other student organization constitutions can be obtained at the main office.

STUDENT COUNCIL

The Student Council of Windham High School functions as a nucleus organization of the school. This council, though an independent entity from all other clubs and organizations at the school, is only an extension of all the students in the school. In this respect, the council hopes to represent all students, to reflect the needs and desires of all students, and to promote the general welfare of all students. Elections for Student Council Representatives are held for the three upper classes in the Spring of each year. Incoming Freshmen hold elections in early October. All students are urged to run for an office and take part in their student activities.

DANCE RULES AND EXPECTATIONS

All dances take place between the hours of 7:00 PM and 10:00 PM. Exceptions to this rule are the Junior and Senior Proms.

- All students who wish to attend a school dance must buy a ticket in advance.
- Only 15 guest tickets will be available per dance (with the exception of the Junior and Senior Proms). Students purchasing a ticket for a guest must have a Dance Guest Permission Form completed with appropriate signatures from the guest's school and parents.
- **NO TICKETS WILL BE SOLD AT THE DOOR.**
- There will be a master list indicating the student purchasing the ticket and the corresponding ticket number.
- All students attending the dance must arrive no later than one hour after start time.
- If a student is unable to arrive by 8:00 PM because of work or other valid obligations, prior arrangements and approval must be made with the appropriate advisor and vice principal.
- No student leaving the building, or that part set aside for the activity night, will be readmitted. Any student who opens locked doors for outsiders will be dismissed from the activity night and excluded from future activity nights or dances.
- Use of tobacco, alcohol, or drugs of any kind are absolutely prohibited. Violations will result in actions set forth in Board of Education Policy 5131.6 Alcohol/Drugs.
- Extreme signs of affection shall not be permitted. First, the participants will be warned, and upon a second warning, disciplinary action will be taken.
- Students on suspension are not permitted to attend.

STUDENT BANK

The bank is open each day. The hours are determined by the Bank Director and are posted at the bank following the opening of school. Athletic Association tickets, bus tickets and game tickets can be purchased at the bank. Class dues, fees, etc., can be paid at the bank.

BULLYING

I. The following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- Location. Conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct if it has direct and negative impact on a student's academic performance or safety in school may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.
- Repeated misconduct. Bullying behavior in violation of Board policy must be committed more than once against any student during the school year. An isolated incident, however egregious, is not "bullying" under state law and Board policy. Similarly, numerous acts of misconduct against different students does not constitute "bullying" under the state law and Board policy. Conversely, where there are repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.
- Ridicule, humiliation, and/or intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluation whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

Types of conduct. Bullying can take many forms and can include:

1. Physical violence and/or attacks;
2. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
3. Threats and intimidation (through words and/or gestures);
4. Extortion or stealing of money and/or possessions.

II. Complaint processes

A. Publication of the prohibition against bullying and related procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

"Bullying behavior by any student in the Windham Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" is defined as (A) the **repeated** use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the in the same district, or (B) a **physical act or gesture** by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes **physical or emotional harm** to such student or damage to such student's property, (ii) places such student in **reasonable fear of harm** to himself or herself or of damage to his or her property, (iii) creates a **hostile environment** at school for such student, (iv) **infringes on the rights** of such student at school, or (v) substantially **disrupts the education process** or the order operation of a school. Public act, No. 11-232. July 1, 2011

Bullying outside of a school setting may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon requests."

B. Formal Complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of conduct alleged, the number of incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section IV below.

C. Informal complaints

Students may make informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

D. Anonymous complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the principal and his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed the acts of bullying. No **9.5** disciplinary action should be taken solely on the basis of an anonymous report.

III. Staff responsibilities and intervention strategies

A. Teacher and other school staff

Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is

received by other school staff, this employee shall verbally report the matter to the principal and/or his/her designee promptly (no later than the next school day).

In addition to addressing both informal and formal complaints, teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying”.

B. Administrator responsibilities

1. Investigation

The principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restriction action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial actions

Verified acts of bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension, suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against bullying.

a. Non-disciplinary intervention

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address concern.

b. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

3. General intervention strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Respectful responses to bullying concerns raised by students, parents or staff;
- b. Planned professional development programs addressing bully/victim problems;
- c. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- d. Use of peers to help ameliorate the plight of victims and include them in group activities;
- e. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- f. Awareness and involvement on the part of staff and parents with regards to bully-victim problems
- g. A curriculum that promotes communication, friendship, assertiveness skills, and character education;
- h. Modeling by teachers of positive, respectful, and supportive behavior towards students;
- i. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- j. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

IV. Reporting obligations

A. Report to the parent or guardian of the perpetrator

If after investigation, acts of bullying by a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the perpetrator in writing of the finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

B. Reports to the victim and his/her parent or guardian

If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student’s educational records, shall not be disclosed to the parents or guardians of the victim, except as provided by law. The parents of the children involved in the bullying incident shall be invited to attend at least one meeting at school.

C. List of verified acts of bullying

The principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in

accordance with, Section III(1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in school, and it shall not set out the particulars of each verified act, including but not limited to any personal identifiable student information, which is confidential information by law.

V. Staff Development

Effective July 1, 2009, the District's staff development program for certified personnel shall include training pertaining to the prevention of bullying.

Approved: 1/24/07 Revised: 3/11/09

CYBERBULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purposes of harassment. In addition, all forms of harassment over the Internet by means of cell phone, blackberry, or any other form of electronic communication device, fixed or mobile, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening to kill or injure students or staff members, denigrating, disseminating personal information about another person, impersonation for the purpose of posting damaging material or allegations, cyber stalking, sending confidential reports to third parties, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs whether in the sender's name or under a disguise. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

As an aid in the enforcement of this policy, students and community members who believe they have been victims of such misuses of technology, as described in this policy, are urged not to erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school Principal or Director of Technology.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school or the ability of individual students or staff members to function effectively. In addition, such conduct must also be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary actions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to the local law officials.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyber bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response. Policy adapted: 3/25/09

LASER POINTERS

Limitations on sale and use of laser pointers. (a) As used in this section "laser pointer" means a hand-held device that emits a laser light beam and is designed to be used by the operator to indicate, mark or identify a specific position, place, item or object.

No person under eighteen years of age shall possess a laser pointer on school grounds or in any public place.

No person shall shine point or focus a laser pointer, directly or indirectly, upon or at another person in manner that can reasonably be expected to cause harassment, annoyance or fear of injury to such other person.

STUDENT SEXUAL HARASSMENT POLICY

Sexual harassment is forbidden by federal and state law and will not be tolerated by the Windham Board of Education. It is the policy of the board to maintain a learning environment free from sexual harassment, insults and intimidation. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

As soon as the student feels that he/she has been subjected to sexual harassment, he/she should make a written complaint to the school principal, assistant principal, counselor, or civil rights coordinator. A sexual harassment complaint form may be obtained from any of these persons. 1. Please refer to WPS Policies, Regulations and By-laws.

2. Student Title IX coordinators: Jeff Forman / Patrick Risley.

AGE OF MAJORITY GUIDELINES

Students eighteen (18) years or older who maintain residence with a parent or guardian will be required to have parental permission in all matters as set forth in the student handbook. The Windham School System recognizes its moral obligation to all students to uniformly implement its regulations. Regardless of the age of the student, the school assumes the charge of maintaining contact with the home. Students who are 18 years of age or older not living with a parent or guardian will be dealt with individually by the administration.

ACCIDENT INSURANCE

A school-time accident insurance plan is made available to all pupils. Details are furnished as soon as school opens.

STUDENT PASSES

Passes are to be granted at teacher's discretion.

JUNIOR-SENIOR PRIVILEGES (WHS only)

Junior-Senior Privileges are options available to qualified Junior and Senior students.

SENIOR PORTRAITS

A listing of all seniors, complete with home address and telephone number will be released to the officially contracted photography company. This will facilitate the process of scheduling all aspects (dates, times, deadlines, costs, etc.) of completing senior portraits. Any senior who does not want this information to be released should contact the senior class advisor or the main office.

USE OF TOBACCO REGULATIONS: SMOKING POLICY

The Windham Board of Education recognizes the harmful effects of smoking upon students, its obligation to teach students about the harmful effects of smoking both by instruction and example, and its obligation to protect the rights of its nonsmoking employees. Consequently, the Board adopts the following smoking policy.

Smoking will not be permitted in the buildings or on the grounds of the Windham Public Schools by students **or adults at any time** the school system will offer support and arrange "stop smoking" clinics and encourage staff and students to attend through the school based health center.

ELECTRONIC DEVICES REGULATIONS

Electronic devices such as cell phones, ipods, tablets, speakers, cameras and smart Phones are to be placed in your locker at the beginning of the school day by 7:30 AM. You may remove them from the locker at any time after 2:30 PM. At no time should these items be placed in gym lockers. No devices capable of recording images may be used in locker room, bathroom, health suites and other changing areas at any time.

WHS shall not be liable for the loss, damage or misuse of any electronic devices.

PARKING REGULATIONS

A parking area is provided for students' automobiles. Maximum speed on the school grounds is 15 m.p.h. Violations of regulations could lead to revocation of parking privileges and disciplinary action.

STAFF ROOMS

Students are not permitted at any time in staff rooms and/or staff lavatories.

TRESPASSING/LOITERING

Students are not to be on the grounds of other Windham Public Schools, Eastern Connecticut State University, or private property in the neighborhood. Violators are subject to disciplinary action and may be arrested.

Students who are on out-of-school suspension are not to be in school or on school grounds. Any student on suspension who enters the building or remains on school grounds will be considered to be trespassing and will be subject to the penalty for trespassing.

TEXTBOOK REGULATIONS

Free textbooks are supplied on condition that pupils conform to regulations adopted for their care by the Board of Education. The following rules are in effect:

1. A book receipt must be filled out for every book received.
2. Books must be well taken care of. They must not be left around the building.
3. When not in use, books should be kept in lockers.
4. Books must be protected from the weather.
5. Cover must not be broken by straps or improper handling.
6. Do not put pencils, rulers, etc., in books. They ruin bindings.
7. Damaged books must be paid for.
8. Lost books must be paid for.
9. Stolen books must be paid for unless prompt and proper notification has been made to the security office AND verification that proper precautions were taken to safeguard the books.

DEBTS TO SCHOOL

Damaged or lost textbooks and equipment including school issued locks must be paid for. Detentions must be served and financial obligations to the school must be cleared. Failure to do so will result in:

1. Withholding of grade reports.
2. Withholding of school transcripts.
3. Students not being able to take exams during the regularly scheduled periods
4. Students will not be able to participate in Extra Curricular Activities including Athletic Activities.

PHYSICAL EDUCATION AND SPORTS

The goal of Physical Education is to encourage the individual to perpetuate lifetime activity skills. Participation within physical activity develops the realm of the social, emotional, physical and intellectual capabilities of the student. The course will include various sports, games, swimming, and physical fitness activities. If a serious illness or accident precludes participation in any part of the program, an approved form must be obtained from the school nurse, completed and signed by a physician and returned to the school nurse.

All students must take and pass two years of Physical Education, including two years of swimming. A total of 1 credit is needed for graduation. A student will receive 1/2 credit per year upon successful completion of work. All students are required to become acquainted with and to follow specific rules and regulations regarding the use of the pool, gymnasium and equipment. Attendance with proper attire is required. This includes shorts and shirts, bathing suit, sneakers, socks, towel and padlock. No student will be allowed to participate in class activities without proper physical education attire.

For safety reasons, stockings or bare feet are not allowed during participation in physical education. Individual gym lockers will be assigned to students when they have a lock. The

locker rooms are in use every period of the day. They are also used in the evenings by outside groups. In order to minimize the possibility of theft, all lockers should be kept locked when not in use.

The responsibility for the care of valuables rests with the student. The instructor will outline proper procedures which the pupil must follow for the guarding of valuables. The locker rooms are open to students before and after school. No student should be in the locker room at any time during the school day unless it is for a regularly scheduled class. In case of an injury during a class, the physical education instructor must be notified immediately so that an accident report can be filed within 24 hours.

Note:

A student is **NOT** eligible to participate in clubs or activities:

1. If he/she is not taking at least four (4) units of work.
2. If he/she has not passed at least (4) units of work at the end of the official day grades are issued.
3. If he/she is not in attendance for at least four (4) hours of the school day.
4. If he/she is serving an out-of-school or in-school suspension on that day.

Also: A student involved in co-curricular activities at WHS or away who violates a school rule is subject to discipline under the WHS discipline code.

***CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE**

ELIGIBILITY RULES

A DIGEST OF THE RULES FOR STUDENT ATHLETES:

ATTENTION ATHLETES You are NOT eligible:

1. If you are not taking at least four (4) units of work.
2. If you have not passed at least four (4) units of work at the end of the official day grades are issued.
3. If he/she has reached their twentieth (20th) birthday, a student Athlete will not be allowed to start a season or compete during a season in which his/her twentieth birthday falls.
4. If he/she has changed schools and does not meet the current criteria under the CIAC Transfer Rule. (Rule II.C)
5. If you have played the same sport for more than three (3) seasons in grades 10, 11, and 12. (Class of 2013, 2014 and 2015 will have only 8 consecutive semesters of eligibility).
6. If you play or practice the same sport with an outside team while you are a member of the school team.
7. If you play under an assumed name.
8. If you receive payment for participation in any athletic activity. Consult your Principal or Athletic Manager for other rules affecting athletic eligibility. * (These rules also apply to non-athletic activities.)

Note: The complete CIAC Handbook can be found on the web @ www.casciac.org

WHS updated Athletic Schedules can be found on the web @ ciacsports.com

SPORTS

Each boy and girl is urged to try some form of athletics to realize the maximum educational benefit available at Windham High. The challenge and intensity of effort of athletic competition will provide experiences which will undoubtedly help in preparation for adult life in our society.

At the present time Windham High School maintains varsity squads in the following sports for boys: basketball, baseball, football, track, cross country, swimming, winter track, tennis, golf, wrestling and soccer. Varsity squads for girls are maintained in the following sports: volleyball, tennis, swimming, cross country, basketball, gymnastics, softball, track, field hockey, golf, winter track and soccer. Junior varsity and freshman squads and schedules are maintained whenever facilities and personnel allow.

Windham is a member of both the Connecticut Interscholastic Athletic Conference (C. I.A.C.) and the Eastern Connecticut Conference (E.C.C.). We participate in all E.C.C. Eastern Division competition.

Major chenille letters, award certificates, and two color felt numerals are awarded to varsity athletes.

Don't miss the opportunity. Do not hesitate to try. With self-discipline and efficient management of time you can take part in this program and still achieve superior grades.

HANDICAP ACCESSIBILITY TO ATHLETES

During Fall and Spring Athletic contests, the gate on the south end of WHS should always be open to allow for Handicap accessibility. If the gate is not open please contact, Athletic Manager for Pat Risley 860-933-4077

ATHLETIC ASSOCIATION TICKETS

Athletic Association tickets are sold at the beginning of each school year. With the purchase of a ticket costing \$15.00, the bearer is entitled to free admission for all home games. With approximately 20 home basketball games, 5 home football and soccer games, the financial savings of this ticket is substantial.

STUDENT DISCIPLINE			
Rights and Responsibilities for the Windham High School Community			
The Windham Schools Philosophy regarding discipline is founded on providing a respectful, orderly learning environment for all. It is the responsibility of each member of the Windham School community to conduct him or herself in a way that promotes an atmosphere which is conducive to education.			
Code of Conduct			
•	Have self-respect	•	Use appropriate language
•	Be respectful of others	•	Practice self-discipline
•	Be on time	•	Dress appropriately
•	Be aware of the consequences of your actions		

STUDENT DISCIPLINE POLICY

I. Definitions

- A.** Exclusion means any denial of public school -privileges to a student for disciplinary purposes.
- B.** Emergency means a situation in which the continued presence of the student in school possess such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- C.** School-Sponsored Activity means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- D.** Removal is the exclusion of a student for a class period of ninety minutes or less. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the administration at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- E.** In-School Suspension means an exclusion from regular classroom activity for no more than five consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than

fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

- F.** Suspension means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
 - G.** Expulsion means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
 - H.** School Days shall mean days when school is in session for students.
 - I.** Seriously Disruptive of the Educational Process means any conduct that markedly interrupts or severely-impedes the day-to-day operation of a school.
 - J.** Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- II. Scope of the Student Discipline Policy**
- A.** Conduct on School Grounds or at a School-Sponsored Activity:
Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.
 - B.** Conduct off School Grounds:
 - 1.** Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and volatile of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.
 - 2.** When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any pistol or revolver, any dirk knife or switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined below at section VI.B.
- III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion**
Conduct which may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:
- 1.** Striking or assaulting a student, members of the school staff or other persons.
 - 2.** Theft.
 - 3.** The use of obscene or profane language or gestures.
 - 4.** Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
 - 5.** Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
 - 6.** Any act of harassment based on an individual's sex, sexual orientation, race, color,

- religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked.
 8. A walk-out from or sit-in within a classroom or school building.
 9. Blackmailing, threatening or intimidating school staff or students.
 10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
 11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
 12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
 13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
 14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
 15. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
 16. Accumulation of offenses such as school and class tardiness, class cutting, or failure to attend detention.
 17. Deliberate trespassing on school grounds while on out-of-school suspension or expulsion.
 18. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
 19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
 20. Throwing snowballs, rocks, sticks and/or similar objects
 21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at, any school-sponsored activity.
 22. Leaving school grounds, school transportation or a school-sponsored activity without Authorization.
 23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
 24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
 25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
 26. Possession and/or use of a laser pointer.
 27. Hazing.
 28. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
 29. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

IV. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In such cases, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal, but only considered in the determination of the length of suspensions.
3. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and state the cause(s) leading to the suspension.
4. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or designee), within one school day of the suspension action where practicable, and offering the parent or guardian an opportunity for a conference to discuss same.
5. Notice of the original suspension shall be transmitted by the principal or designee to the superintendent of schools or designee by the close of the school day following the commencement of the suspension.
6. The student shall be allowed to complete any class work, including examinations, without penalty, which he or she missed while under suspension.
7. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school.
8. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
- B. In cases where the student has already been suspended, or such suspension will result in the student's being suspended, more than ten or times fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

V. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

VI. Expulsion Recommendation Procedure

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections IA. and IIB., above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
 1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or
 2. off school grounds, possessed a firearm as defined in I 8 USC 921, in violation of Conn.Gen. Stet. 29-35, or possessed and used a firearm as defined in 18 USC 921, a

deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime; or

3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat, §21 a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.
4. The following definitions shall be used in this section:
 - a. A "firearm" as defined in 18 USC 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than 1/2" in diameter. The term "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
 - b. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.
 - c. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle."
 - d. "Martial arts weapon" means a nunchaku, kama, kasarifundo, octagon sai, tonfiL or chinese star.
 - e. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any pistol or revolver, any dirk knife or switch knife or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined above.
- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

VII. Expulsion Hearing Procedure

- A. Emergency Exception:

Except in an emergency situation, the Board of Education shall. prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.
- B. Hearing Panel:
 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three affirmative votes to expel are cast.
 2. Alternatively, the Board may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) a reasonable time prior to the time of the hearing.
2. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, and location of the hearing.
 - b. A short, plain description of the conduct alleged by the administration.
 - c. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student's sole opportunity to present such evidence.
 - d. The student may cross-examine witnesses called by the administration.
 - e. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
 - f. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do (es) not speak the English language or is handicapped.
 - g. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to its being immaterial or irrelevant.
4. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn will testify, and will be subject to cross examination and to questioning by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Board. Concluding statements will be made by the administration and then by the student and/or his or her representative.
8. In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom,

suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.

VIII. Board Policy Regarding Mandatory Expulsions:

- A. In keeping with Conn. Gen. Stat. § 10-233d and the Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for the conduct described in Section VI(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case by-case basis.

IX. Alternative Educational Programs for Expelled Students:

- A. Students under sixteen (16) years of age:
Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program.
- B. Students sixteen (16) to eighteen (18) years of age:
The Board of Education will provide an alternative education to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.
- C. Students eighteen (18) years of age or older:
The Board of Education is not required to offer an alternative educational program to expelled student, eighteen years of age or older.
- D. Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):
If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

X. Notice of Student Expulsion on Cumulative Record:

- A. Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

XI. Change of Residence During Expulsion Proceedings:

- A. Student moving into the school district:
 1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain

the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The Board shall make its determination based upon a hearing held by the Board which shall be limited to a determination of whether the conduct which was the basis of the expulsion would also warrant expulsion by the Board.
- B. Student moving out of the school district:
Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA"):

- A. Suspension of IDEA students:
Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
 1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
 2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.
- B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:
Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:
 1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
 2. The school district shall immediately convene the MP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension which constitutes a change in placement was made. The student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
 3. If the IEP team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The IEP team shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
 4. If the IEP team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.

C. **Transfer of IDEA students for Certain Offenses:**

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) calendar days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school sponsored activity; or as used in this subsection XIIC., the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Educational Accommodations under Section 504 of the Re-habilitation Act of 1973:

A. Expulsion of students identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 Notwithstanding any provision to the contrary if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Student") who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student's Section 504 team (504 team), for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff. If the 504 team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommendation for expulsion.

XIV. Notification to Parents or Guardian

A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion, suspension or removal from class.

B. The Superintendent of Schools shall forward to the student concerned and his/her parents, or the student if he/she has attained the age of 18, a copy of this Board policy on student discipline at the time the Superintendent sends out the notice that an expulsion hearing will be convened.

XV. An expelled student may apply for early readmission to school.

The Board delegates the authority to make decisions on readmissions to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or

deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the, agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

XVIII. Restorative Justice

The goal justice at Windham High School is to have students make a positive impact on our school climate by demonstrating corrective behaviors as an alternative to negative behaviors. Thus, our mission is to have students develop a sense of respect, responsibility, and pride while decreasing the instances of certain behaviors in individual students.

Procedures:

1. Yellow parental notification given to the student the day prior to his / her Restorative Justice assignment. (similar to E.D. form)
2. At the end of the school day, A.P.'s will create a list of the next days' Restorative Justice students and their consequences.

Legal References: Connecticut General Statutes: 4-177 - 4-180 Contested cases.

Notice. Record. 10-233a - 10-233e Suspension and expulsion of students.

10-233f In-school suspension of students.

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn.89 (1998). Public Act 98-139

Federal law:

Honig v. Doe. (United States Supreme Court 1988) Individuals with Disabilities Act, 20 U.S.C. 1400 et. seq. amended by the Individuals with Disabilities Education Act Amendments of 1997 (P.L. 105-17). Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a). ADOPTED: REVISED: 3/13/00

EXTENDED DETENTION: ADMINISTRATIVE DETENTION (ED)

1. Detention will begin *promptly* at 2:35 p.m. Students arriving after 2:35 will not be admitted.
2. Morning detention period (7:00-7:25) is only used by special arrangement between a student and the appropriate assistant principal and/or teacher.
3. An absolutely quiet study atmosphere is to be maintained.
4. Any student violating detention rules will be asked to leave the detention room. He/she will be reported to the appropriate assistant principal for disciplinary action.
5. Room TBD will be the detention room for all students serving administrative detentions, unless otherwise directed and arranged.

STAFF DETENTION

1. A teacher may issue a staff detention for infractions of classroom regulations or whenever he/she deems it appropriate.
2. Staff Detention is to be served by the student from 2:35-3:00 P.M. with the teacher who issued it.
3. It is to be served in the respective teacher's classroom unless prior arrangements have been made between teacher and student. Students are not to serve staff detentions in the administrative detention room.
4. In the event that a student has both Administrative and Staff detentions, Staff detentions take precedence. The student will show the appropriate administrator that

administrative detention was not served by bringing a note from the staff member with whom the staff detention was served.

In-School Suspension:

Hours: Begin at the start of the school day until the end of the school day.

Expectations: School related work should be done at all times. Teachers will be notified of a student participation in ISS and may send work down. In the event that school work is completed, student may read or write letters.

There will be no: Talking, Sleeping, Use of audio equipment, Eating or drinking (except during the lunch break) Failure to comply will result in referral to the proper administrator for further consequences and a "re-do" of the ISS.

If a student is absent on the day of an assigned ISS, he/she will be expected to serve it on the following school day. If a student refuses to serve ISS on the assigned day an additional ISS will be issued.

DRUG AND ALCOHOL USE BY STUDENTS

Policy Statement

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances or drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) **Controlled Drug:** means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both.
Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a 240(8).
- (2) **Controlled Substances:** means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C. G. S. Section 21 a-243. C. G. S. Section 21 a 240(9).
- (3) **Professional Communication:** any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10 154a(a)(4).
- (4) **Professional Employee:** means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) **Drug Paraphernalia:** means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. C.G.S. Section 21a-240(20)(A).
- (6) **Pupil Services Team:** means a team whose members may include a building principal, school nurse, school social worker, school psychologist and/or school counselor.

Procedures

- (1) **Emergencies.** If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.
- (2) **Prescribed Medications.** The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.
Students taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.
- (3) **Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral)** The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.
 - (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
 - (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays, and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10 154a(b).
 - (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
 - (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee and the Pupil Services Team.
 - (e) If confirmation of drug use is required under the circumstances, the professional employee will send the student to the school nurse or medical advisor. The parent or designated responsible person will then be notified.
- (4) **Involuntary Disclosure or Discovery of Drug/Alcohol Problems.**
When a professional employee obtains information related to a student who, on or off school grounds or at a school sponsored activity, is under the influence of or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, from a source other than the student's confidential disclosure, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.
 - (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then contact the school's Pupil Services Team

(b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was not obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee

(c) Search and Seizure of Students and/or Possession:

A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must immediately report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law must be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or possession of controlled Drugs.

Controlled Substances or Alcohol:

(a) Any student in the Windham Public Schools using, possessing, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity are subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

(b) Students found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.

(c) A meeting may be scheduled with the pupil services team for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.

(d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References: Connecticut General Statutes: Section 10-154a Section 10-212a Section 21a-240 Section 21a-243

PROPOSED: 4/11/01 ADOPTED: 9/1 /98

ADMINISTRATIVE RULES AND REGULATIONS

RE: ALCOHOL/DRUGS

I. INTRODUCTION

As defined in the policy which these guidelines accompany, "alcohol/drugs" includes alcohol, narcotics, and any mood altering, controlled, or restricted substances. In our effort to provide every student with positive and successful school experiences, the Windham Board of Education takes a firm "**zero tolerance**" stance concerning alcohol/drugs. These guidelines and our policy statement regarding alcohol/drugs are designed to assist us (1) in educating students to choose not to become involved with alcohol/drugs, (2) in successfully intervening with students who are involved with alcohol/drugs, and (3) in protecting the general student population. As an extension of Windham's alcohol/drug policy, all school district personnel shall refer to these procedures and guidelines when responding to

alcohol/drug related situations. The proposed action may be modified by administrators or by the Board of Education, as applicable, where individual circumstances warrant.

II. SITUATIONAL CATEGORIES; REFERRALS; COOPERATION WITH POLICE

Alcohol/drug situational categories and appropriate procedures are outlined on the attached grid (page 36). For all situational categories in which a referral to an outside agency is required, the process for making such a referral is as follows: A school administrator will communicate to the student and his/her parents the name and telephone number of a licensed drug and alcohol facility. The student and his/her parents should be requested to call for an appointment in the presence of the school administrator. If more than one licensed facility is available locally, the student and his/her parents will be made aware of their options and referred to the facility of their choice.

The school system will cooperate fully with the law enforcement officials in all matters pertaining to these situational categories and will notify police as the situational category guidelines, together with the judgment of the school officials involved, make appropriate.

III. COMMUNICATIONS BETWEEN STAFF AND STUDENTS

Section 10-154a of the Connecticut General Statutes specifies that a school system's staff members are not required to disclose information received privately and in confidence from students when such information concerns alcohol/drug abuse or any alcohol/drug problem of any student. However, if a staff member obtains physical evidence from a student indicating that a crime or a violation of school rules has been or is being committed; the staff member is required to notify the administration immediately that evidence has been obtained. In no case is such staff member required to disclose the name of such student and such staff member shall be immune from any disclosure, or non-disclosure, and from arrest and prosecution for the possession of evidence obtained from such student.

IV. SEARCH AND SEIZURE

Searches of students, their lockers, and their personal possessions for alcohol/drugs or drug paraphernalia should be conducted according to Section 5145.2 of the Windham Board of Education policies.

V. TOBACCO

The Windham Board of Education has adopted a separate policy regarding the use of tobacco and tobacco-related products. Please refer to Section 5131.7 of the Board of Education policies for details.

VI. SPECIAL EDUCATION

Students identified as requiring special education who violate this policy will be referred to the PPT as required by law. As appropriate, other students will be referred to the PPT for a determination of their eligibility for special education.

VII. DEFINITION OF TERMS

Assessment: May include both psychological and physiological examinations.

Alcohol/Drugs: Includes any drug, alcoholic or malt beverage, controlled substance, restricted substance, or any mood altering substance. Examples include, but are not limited to, beer, wine, liquor, marijuana, hashish, cocaine and its derivatives, LSD, steroids, chemical solvents, glue and other inhalants, and look-alike substances.

Community Service: Unsalaries service to a community service agency (such as churches, soup kitchen, homeless shelter, senior citizen programs, etc.).

Confiscation: The seizure of alcohol/drugs and other pertinent evidence by a school administrator, his/her designee, or law enforcement official. Every effort should be made to secure the student's voluntary cooperation and to maintain his/her dignity when evidence is confiscated. Confiscated evidence will be turned over to the police department pursuant to Connecticut General Statutes, Section 10-154a.

Cooperative Behavior: The willingness of a student to work with staff and school personnel in a reasonable and helpful manner.

Distribution/Sale: Delivering, selling, dispensing, sharing, giving, or otherwise

transferring any alcohol/drugs from one person to another, or to aid therein.

Drug Paraphernalia: Equipment, products, or materials of any kind which are used, intended for use, or designed for use in producing, processing, preparing, testing, packaging, storing, containing, concealing, or introducing to the human body (e.g., inhaling, ingesting, injecting) and alcohol/drugs. Examples include, but are not limited to, roach clips, pipes, bowls, rolling papers, spoons, hypodermic needles, razor blades, diluents and capsules.

Licensed Alcohol/Drug Facility: Any agency or individual licensed by the State of Connecticut to conduct alcohol/drug assessments.

Possession: Articles in the custody or control of the student, on the person, or within the personal effects of the student including school lockers, cars on school property, clothing, purses, book bags, knapsacks, and other personal property.

Student Support Personnel: A school drug counselor and/or a multidisciplinary team of school staff trained to understand, counsel, and refer adolescent substance abusers.

Uncooperative Behavior: Verbal, physical, or passive resistance or refusal on the part of a student when asked to comply with a reasonable request of school personnel.

Under the Influence: A change in perception, behavior, or ability to function caused by the introduction of alcohol/drugs to the human body. **Use:** Injecting, ingesting, inhaling, or otherwise introducing to the human body any alcohol/drugs.

Zero Tolerance: At Windham High School, we will not tolerate acts of violence, drugs, alcohol, or weapons. Immediate consequences will follow such acts, as prescribed by our disciplinary policy.

ADOPTED 10/11/89

PROCESSING PROCEDURES

1. Secure the area and identify participants.
2. Identify students' immediate medical needs and take appropriate action.
3. Assign staff to identify witnesses.
4. Interview and take written statement from each participant if possible. Self defense (as opposed to fighting) is an issue for the court not for the school administrator to decide.
5. Interview and take statements from witnesses.
6. Review and assess all information and determine proper classification of offense, considering all the factors in the case.
7. Notify police/notify parents simultaneously per WHS guidelines. If parent is not available by phone, the emergency card will be used for information, and the parent designee for emergencies will be contacted. If no person is available after arrest takes place, administration or police will continue to call until contact is made with parent/guardian or emergency card designee.

REVISIONS TO EDUCATION STATUTES/SEARCH PROCEDURES

1. Public Act 94-115 (HB 5795): An Act Concerning School Searches (new), effective October 1, 1994.

Local and regional boards of education and private elementary and secondary schools are given the power to authorize law enforcement and school officials to search lockers and other school property. Such authorization may be granted to search for weapons, contraband, or the fruits of a crime, but only if "the search is justified at its inception and ... as actually conducted is reasonably related in scope to the circumstances which justified [it]." A search is deemed to be justified when there are reasonable grounds to believe that the search will reveal evidence that the student has violated or is violating either school rules or the law.

The Windham Board of Education stipulates that, as authorized by Section 10-221 of General Statutes for the maintenance of discipline in the school, an authorized school administrator may have permission to search a student, a student's locker, or personal

belongings, under three conditions.

- a. If the probable presence of contraband materials poses a serious threat to the maintenance of discipline and order in the school, and
 - b. There is reason to believe one or more students have contraband materials and,
 - c. The students have been informed IN ADVANCE that, under school board regulations, they or their belongings may be inspected if the administration has reason to suspect that materials injurious to the best interest of the school are kept on school property.
1. Beginning October 1, 1994, students found to have possessed a weapon on school grounds or a school sponsored activity must be expelled. (PA 94-221)
 2. Beginning October 1, 1994, notice of suspension and the conduct for which the pupil was suspended must be included in the student's cumulative record. (PA 94-221)
 3. REVISIONS TO EDUCATION STATUTES: An Act concerning Revisions to the Education Statutes, Public Act 96-244 (Substitute Bill 5342, as amended) allows a student who is under 16 and a mother to request, and a school district to approve, the assignment of the student to adult education.
 5. Concerning Older Students: allows districts to (1) deny school
 6. accommodations for up to 90 days to children 16 years of age or older who voluntarily terminate enrollment and subsequently seek readmission, (2) place in alternative programs children who are 19 years of age or older and cannot acquire a sufficient number of credits.

DISCIPLINE CODE - STUDENT RIGHTS AND RESPONSIBILITIES

1. DISCIPLINE AND STUDENT CONDUCT

A. Student Rights

1. Each student has the right to fair, consistent and appropriate discipline.
2. Each student has the right to be informed of school rules and sanctions.
3. Students have the right to due process in disciplinary matters, including the right of grievance, a fair hearing and the right of appeal in accordance with Connecticut General Statutes.
4. Attendance regulations shall be enforceable and reasonable considering the program of the school.

B. Student Responsibilities

1. Students shall be aware of all rules and regulations and obey them.
2. Students should exercise their rights of due process and pursue their grievances according to the orderly process established by the School Board.

II. FREE PUBLIC EDUCATION

A. Student Rights

1. Students have the right to attend public school in the district in which they reside or are assigned by the School Board.
2. Students have the right to the free use of textbooks and necessary educational materials needed in assigned courses of study.
3. Students have the right to receive an education regardless of the student's race, marital status, religion, national origin, language, sex, ability or physical disability.
4. Counseling and home instruction will be provided for a student during long periods of illness.
5. Students have the right to be represented by the student government selected by the school elections which are sanctioned by school officials.

B. Student Responsibilities

1. Students must remain in school until they have reached the compulsory attendance age of sixteen years.
2. Students have the responsibility to attend school daily and to be punctual in reporting to school and to classes.
3. Students should take an active part in student government and for making their concerns known to the school staff through their student representatives.
4. Students must assist the school staff in running a safe and healthful school.

5. Students must apply themselves to the assigned course of study, pay attention to teachers, complete assignments on time, respect school property, conduct themselves properly and work at self-improvement.
6. Students may not attend school when they or others in the home have a communicable disease unless such attendance is authorized by a qualified health official.

III. FREEDOM OF EXPRESSION

A. Student Rights

1. Students have the right to freedom of speech.
2. Students have the right to seek the truth by examining opposing ideas and to express such ideas in an orderly manner.
3. Students have the right to wear political buttons, arm bands and other badges of symbolic expression.
4. Students have the right to express verbal opinion without interference from others.
5. School-sponsored publications shall be free to report the news and editorialize as do the other news media in the community in accordance with the responsibilities noted below.
6. Students have the right to distribute written forms of expression.
7. Students have the right to speedy decisions by publication advisors and the right of review by school officials when no agreement can be reached.

B. Student Responsibilities

1. In exercising the freedom of expression in speech or publication, students must not do the following:
 - a. Be obscene or defamatory.
 - b. Ridicule or cause a person to be ridiculed.
 - c. Cause or encourage unlawful behavior or a serious disruption to the orderly operation of the school.
2. Students must convey written forms of expression in truthful and accurate manner consistent with the normal rules of responsible journalism.
3. Students who distribute printed or handwritten material should insure that it:
 - a. is done in an orderly, non-disruptive manner.
 - b. will not interfere with the safety or operation of the school.
 - c. will not incite others to damage property or harm others.
 - d. is not defamatory or obscene.
 - e. is done with prior approval and in a manner prescribed by the principal.
4. Students who edit, publish or distribute school-sponsored newspapers must provide equal opportunity for all groups to present their views and opinions.

IV. ASSEMBLY AND PETITION

A. Student Rights

1. Students have the right to assemble peacefully.
2. Students have the right to organize any club or association for any legal purpose in accordance with school policy.
3. Students have the right to associate freely with political or social groups.
4. Students need not participate in such school-sponsored, patriotic exercises or ceremonies as the salute to the flag, pledge of allegiance and singing of the National Anthem.
5. Students have the right to initiate, circulate, sign, and present a petition.

B. Student Responsibilities

1. Students must follow established school procedures when participating in or conducting demonstrations or assemblies. Such demonstrations or assemblies are not to interfere with the normal operation of the school or classroom.
2. Students must assure that all meetings on school grounds or in the school building function only as part of the formal educational process or as authorized by school officials.
3. Students who chose to refrain from participation in patriotic ceremonies must respect the rights and interests of others who do wish to participate.
4. Students must assure that the collection of signatures on petitions shall not interfere with the educational process.
5. Students may not initiate, circulate, sign or present petitions that contain obscenities, libelous or defamatory statements, incite unlawful behavior, or cause a disruption to

the orderly operation of the school.

6. Students must submit to the principal, in writing, all petitions prior to their circulation in the school.
7. A student organization may not discriminate on the basis of race, color, creed, national origin, sex, marital status, religion or physical disability.

V. DRESS CODE

UNIFORM POLICY

WINDHAM ACADEMY OF HUMANITIES & ARTS and STEM Academy

The school uniform policy was implemented to create an atmosphere which encourages learning, equality and safety while distinguishing students as Humanities & Arts or STEM students.

The purpose of the school uniform policy is to:

- a) Encourage school spirit and a sense of community
- b) Allow students to begin their day by making a conscious decision to meet school expectations
- c) Promote building-wide consistency
- d) Provide an economical choice for families
- e) Reduce distractions
- f) Minimize disciplinary situations between teachers and students
- g) Eliminate inappropriate dress

WINDHAM ACADEMY OF HUMANITIES & ARTS AND STEM ACADEMY

School Uniform Policy

As a member of the Windham Academy of Humanities & Arts and Windham STEM Academy communities, students are expected to take pride in their personal appearance. Dress and appearance are the responsibility of the students and their parents/guardians. It must not disrupt the teaching or learning process. The final decision on the appropriateness of dress and appearance rests with the Headmaster and/or the Dean of Students.

I. School Sponsored Uniform

A. Student Tops

STEM Academy= Maroon

Windham Academy of Humanities & Arts= Navy Blue

- a. Solid Color-
 - a) Only the above color can be showing as part of the student top.
 - b) Any other colors worn must not be visible.
 - c) School approved logo must be printed on the shirt.
- b. Style - Short or long-sleeved, polo-style shirt
- c. Fleece sweater, with the school approved logo, will be permitted to be worn over the school uniform top under the following conditions:
 - a) It is appropriately colored
 - b) It does not have a hood
 - c) It does not have a full-length zipper
 - d) It is reasonably fitting

B. Student Bottoms

a. Solid Color = Khaki

b. Jeans, sweat pants and nylon material is not permitted

- a) This includes any basketball-style shorts.

- c. Capri's or reasonable length shorts (no more than 4 inches above the knee) are only allowed from start of school until October 15 and starting on April 15 until the end of school
 - a) Solid color as listed under student bottom
 - b) Short shorts with leggings are not permitted
- d. Skirts & Dresses (no more than 4 inches above the knee)
 - a) Solid color as listed under student bottoms
 - b) Short skirts or dresses with leggings are not permitted
- e. Bottoms must be worn at the waist and in such a manner as to not display any garments being worn under them.

II. Accompanying Student Dress Code

A. Shoes or appropriate footwear must be worn at all times.

- a. Slippers are not permitted.

B. Hats, bandanas, and do-rags are not to be worn in the school building.

C. Outdoor clothing such as coats, jackets, any hooded item of clothing, scarves, and gloves may not be worn in the school during the school day. Such items worn to school must be left in the student's locker until the end of the school day.

D. Pocket/wallet chains, spiked or studded bracelets, belts, rings, or any other item with spikes or studs are not permitted in the school building.

E. Sunglasses are not to be worn in the school building.

F. Any item which suggests gang or encourages gang affiliation is not permitted.

WHS DRESS CODE

A. Student Rights

1. Dress and appearance are the responsibility of the students and their parents.
2. **STUDENTS SHOULD BE ABLE TO WEAR CLOTHING WHICH SUGGESTS THEIR VIEWPOINTS BUT DOES NOT INCLUDE VULGAR OR OBSCENE REFERENCES.**
3. Students have the right to expect that school policies on dress for participation in required programs will not impose a financial hardship upon the student or the student's family.

B. Student Responsibilities

1. Students shall be required to place all outerwear, including hats, in their locker before the start of school at 7:30 a.m.
2. Coats (including leather), hats, head gear of any kind, winter vests, goggles (both swimming and ski), sunglasses are NOT allowed in the classroom or halls during the regular school day. Acceptable items include sweatshirts, cardigan sweaters, sports uniforms, sports coats/suits, flannel shirts, windbreakers.
3. Dress and grooming must be clean and in keeping with health and sanitary practices.

NO BARE FEET.

4. Students may not wear clothing, **JEWELRY, OR ACCESSORIES** that can be hazardous to themselves or others while in school or involved in school activities.

5. **STUDENTS ARE EXPECTED TO WEAR CLOTHING THAT IS MODEST, AND WHICH WILL ELICIT RESPECT FROM OTHERS AT ALL TIMES. THE FOLLOWING GUIDELINES WILL BE USED BY THE ADMINISTRATION:**

- NO TRANSPARENT BLOUSES WITHOUT A T-SHIRT NO HALTER TOPS/TUBE OPS
- NO CLOTHING WHICH PROMOTES SUBSTANCE USE AND ABUSE
- NO CLOTHING WHICH PROMOTES DISCRIMINATION
- NO CLOTHING WHICH PROMOTES RACISM
- NO CLOTHING WHICH PROMOTES SEXISM
- NO CLOTHING WHICH DEGRADES RELIGIOUS BELIEFS
- NO LOW CUT TOPS
- NO ONE-SHOULDER HALTER/TANK TOPS
- SHORTS AND SKIRTS WILL BE NO SHORTER THAN FINGER TIP LENGTH

- NO BLOUSES OR SHIRTS THAT EXPOSE THE NAVEL OR MIDRIF AREA
- PANTS MUST BE WORN ABOVE THE HIPS AT ALL TIMES
- NO UNDERGARMENTS WILL BE SEEN AT ANY TIME
- NO POCKET/WALLET CHAINS MAY BE WORN AT ANY TIME

Students will be asked to change, if this is not possible the parents will be contacted.

6. Dress and grooming must not disrupt the teaching-learning process.

7. Administration reserves the right to make final decisions on all attire issues.

VI. MOTOR VEHICLES

A. Student Rights

1. Any licensed driver may drive a vehicle onto the designated school areas.
2. Rules and regulations governing the use of student vehicles shall be reasonable and widely circulated. Permission to drive a vehicle onto the school grounds may be revoked only for cause.

B. Student Responsibilities

1. Students parking vehicles on designated school property shall leave their vehicles as soon as they are parked.
2. No student vehicles will be used to leave the school grounds during the hours in which school is in session without the permission of the school administration.
3. School rules, courteous and safe driving procedures, and local and state traffic laws must be followed.

VII. PRIVACY AND STUDENT PROPERTY

A. Student Rights

1. Students have the right to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures.
2. Students have the right to use school-assigned lockers and desks without fear of indiscriminate searches by school officials.
3. Students over 18 years of age and parents of younger students may inspect most educational records of the students.
4. Students over 18 years of age and parents of younger students may ask that educational records be amended if they feel that the records are inadequate, misleading or violate the student's rights.
5. Personally identifiable educational records of students shall be kept confidential, except as provided by law, unless students over 18 or parents of younger students consent to disclosure in writing.

B. Student Responsibilities

1. Students must not place, keep or maintain any article or material in a school-owned locker which is of a non-school nature that could disrupt an activity or damage property.
2. Students may not place in a school-owned locker, on their persons or among their papers and affects any illegal item.
3. Students leaving the school without permission may result in search of person, locker and vehicle upon returning.

GUIDELINES FOR ADMINISTERING THE DISCIPLINE CODE

The Common Core of Teaching (CCT) states that “*teachers promote student engagement, independence and interdependence in learning by facilitating a positive learning environment.*” Teachers at Windham High School embrace the principles of the CCT: “*creating a climate that is responsive to and respectful of the learning needs of students with diverse backgrounds, interests and performance levels*” and *fostering appropriate standards of behavior that support a productive environment for all students.*”

Teachers use Level I interventions, both individually and collectively to offset the recurrence of the Level I behavior problems outlined as follows:

LEVEL I BEHAVIOR PROBLEMS

1. Tardy to class
2. Electronic devices
3. Horseplay
4. Cheating/Lying

5. Inappropriate language
6. Non-compliance
7. Disrespect (see definition of terms)
8. Disruption (see definition of terms)
9. Throwing objects
10. Teasing
11. Forgery
12. Property damage (see definition of terms)
13. Theft
14. Misuse of computer (see definition of terms)

The following protocol is required for all Level I types of behavior problems.

LEVEL I			
First Offense	Second Offense	Third Offense	Fourth Offense
Teacher Warning	1 Teacher Detention/ Consequence	1-2 Teacher Detention	Referral to Level II

Parents should be contacted by the child's teachers in any Level I type of behavior Problem as a first intervention and as a means of enlisting parental support. Furthermore, teachers are encouraged to consider the following interventions: *conference with student, referral to support staff, team meeting with student, temporary change in environment, and use Pre-Referral Intervention Manual for additional possible interventions.* Teachers are expected to keep discipline data on every student which will create a behavior portfolio.

LEVEL II BEHAVIOR PROBLEMS

1. Not reporting to teacher detention	14. Fighting
2. Skipping class/school	15. Property damage (see definition of terms)
3. Profanity	16. Threatening staff
4. Defiance	17. Threatening peers
5. Disrespect (see definition of terms)	18. Tampering with safety device (see terms)
6. Disruption (see definition of terms)	19. Theft
7. Misuse of laser pointer	20. Major larceny
8. Harassment	21. Action resulting in lockdown or evacuation of classroom or building
9. Verbally abusive	
10. Verbal assault/confrontation	22. Tobacco
11. Willfully striking	23. Drugs/alcohol
12. Physical aggression (staff)	24. Combustibles
13. Physical assault (staff)	25. Weapons

In addition, the **fourth offense** of a specific Level I behavior problem constitutes a Level II behavior problem. All Level II behavior problems are handled by the corresponding grade-level administrator. In the event that the corresponding administrator is not in the building, other administrators in the building have the discretion to administer appropriate disciplinary action.

*The following protocol is recommended for use by the administration for all Level II types of behavior problems.

***There may be situations, where at the discretion of the administration, certain violations and the forthcoming consequences may vary from this prescribed protocol due to the severity and/or frequency of the infraction.**

LEVEL II			
Offense	First Offense	Second Offense	Third Offense
Level I (4 th offense)	ED	2 ED	ISS
Skipping class	ED	2 ED	ISS
Profanity	ED	2 ED	ISS
Defiance	RJ	2 ED	ISS & Possible referral to FWSN
Disrespect	RJ	ED	ISS
Disruption	RJ	ED	ISS
Electronic devices	Confiscate item	Confiscate item for 1 week & ED	Confiscate item for 1 month & ED
Harassment	ED	2 ED & Referral to support staff	ISS & Possible referral To Police Department
Verbally abusive	RJ	ED	ED
Property damage	RJ & ED	RJ & ISS	RJ & 3 ISS
Willfully striking	ED	ISS	3 ISS
Physical Aggression (staff)	2 or more ISS & Referral to JRB	3 or more ISS & Referral to JRB	5 ISS & Possible Referral to Police Department
Physical assault (staff)	1-10 OSS, Possible referral to Police Department, & Possible referral to expulsion hearing	1-10 OSS, Possible referral to Police Department, & Possible referral to expulsion hearing	1-10 OSS, Possible referral to Police Department, & Possible referral to Expulsion hearing
Fighting	2 ISS, Referral to support staff, Referral to JRB, & Possible referral to Police	3 ISS, Referral to support staff, Referral to JRB, & Possible referral to Police	5 ISS, Referral to support staff, Referral to JRB, & Referral to Police Department

	Department	Department	
Threatening staff	ISS & Parent/Student /Admin Meeting	3 ISS, Parent/Student /Admin Meeting, & Referral to JRB	5 ISS, Referral to JRB, & Referral to Police Department
Threatening peers	ED & Referral to support staff	ISS & Parent/Student /Admin Meeting	3 ISS & Referral to JRB
Tampering with safety devices	ED	ISS	3 ISS
Theft	ISS	2 ISS	3 ISS & Referral to support staff
Major larceny	2 ISS, Referral to JRB, & Possible referral to Police Department	3 ISS, Referral to JRB, & Possible referral to Police Department	5 ISS, Referral to JRB, & Possible referral to Police Department
Action resulting in lockdown or evacuation of classroom or building (i.e., bomb threat, inciting a riot)	1-10 OSS, Referral to Police Department, & Possible referral to expulsion hearing	1-10 OSS, Referral to Police Department, & Possible referral to expulsion hearing	1-10 OSS, Referral to Police Department, & Possible referral to expulsion hearing
Tobacco	ISS	2 ISS & Referral to support staff	3 ISS & Referral to Substance Prevention Program
Drugs/Alcohol	1-10 OSS, Referral to Substance Prevention Program, Referral to Police Department, & Referral to expulsion hearing	1-10 OSS, Referral to Substance Prevention Program, Referral to Police Department, & Referral to expulsion hearing	1-10 OSS, Referral to Substance Prevention Program, Referral to Police Department, Possible referral to DCF, & Referral to expulsion hearing
Combustibles	1-10 OSS, Referral to Police Department, & Referral to expulsion hearing	1-10 OSS, Referral to Police Department, & Referral to expulsion hearing	1-10 OSS, Referral to Police Department, & Referral to expulsion hearing
Weapons	1-10 OSS, Referral to Police Department, & Referral to expulsion hearing	1-10 OSS, Referral to Police Department, & Referral to expulsion hearing	1-10 OSS, Referral to Police Department, & Referral to expulsion hearing

Key:	DCF = Department of Children & Families
ED = Extended Detention	FWSN = Family with Service Needs
RJ = Restorative Justice	ISS = In-School Suspension
JRB = Juvenile Review Board	OSS = Out-of-School Suspension

DEFINITION OF TERMS

Accessory - A student is an accessory when he/she helps with, or keeps quiet about, or covers up or encourages an offense.

Administrative detention - Staying after school in the detention room for a specified amount of time.

Altercation Physical – Participation in an incident involving a confrontation, tussle, or some type of physical aggression that does not result in any injury. This category also includes the situation in which one person strikes another person causing no injuries but the “altercation” is broken up prior to the other participant retaliating.

Altercation Verbal – Participation in an incident involving a verbal confrontation (i.e., shouting match, yelling etc.). This can also be the prelude to a more serious issue.

Assault – Touching or striking another person with the intent of causing serious bodily harm to the individual. For example, another person physically attacks a person whether provoked or not, resulting in an injury requiring medical attention. For example, the kicking of a person while he/she is down on the ground trying to protect him/herself.

Attempt - Participating in an offense, even if it is not completed or is not successful.

Calendar year- 365 days from the time a suspension begins.

Cheating- An act of deceit or fraud exhibited by such actions as copying another's work, using cheat notes, stealing or passing test questions, plagiarizing or any other dishonest act pertaining to the grading system (including labs, papers, exams, computers, etc.)

Co-curricular activities- athletic teams, clubs, social events, dances, etc., that are not included as a course requirement.

Conspiracy - Helping to plan an offense or agreeing to keep silent about what is known.

Creating disturbance - A student creates disturbances when he/she:

- a. creates a hazardous or offensive condition by any act which he/she is not authorized to do;
- b. annoys or interferes with others by offensive or disorderly conduct;
- c. congregates with other students and refuses to comply with an official request or order to disperse.

Destroying school property - Purposely damaging or tampering with, altering or mutilating an article of school property.

Disobeying a direct order - Failure to comply with an order of a staff member.

Disrespect -

Level I – brief or low intensity of socially rude behavior, such as rolling the eyes, tone of voice, body posture, ect.

Level II – long or high intensity of socially rude behavior, such as screaming at a teacher hysterically.

Disruption –

Level I – a brief low intensity interruption of classroom activities.

Level II - behavior causing an interruption in a class or activity including stink bombs. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior.

Due process - Away of settling a problem one step at a time. It is a process of sticking to an official way of doing things so nobody's rights are overlooked.

Electronic device - Such as: Boom Box, Tape deck, Walkman, Video Game, beepers, cellular phones, etc.

Extreme signs of affection - Publicly embracing, kissing, and/or fondling in an overt, over indulgent manner.

Fighting/Altercation/Physical Aggression – Participation in an incident involving physical confrontation in which one or all participants receives at least some type of minor injury (e.g., black eye, bloody nose or lip, bruises, etc.)

Gambling - Engaging in or organizing wagers or games for personal gain, money, or anything of value.

Grievance - A written or verbal complaint about a violation of your rights or disagreement with present conditions.

Inappropriate dress or appearance - Messy or provocative clothes; clothing containing obscene and/or inappropriate markings; students not fully dressed or reasonably clean.

Inappropriate behavior - Swearing, horseplay, ball playing, using items designed for leisure time, entertainment, etc.

Indiscriminate searches - Searches of you or your locker or your car without reasonable grounds.

Littering - Putting food, paper, wrappers, or other trash somewhere other than a proper receptacle.

Misuse of computer –

Level I – sign on before instructed to do so, opening an incorrect file, printing without permission, turning or shutting off the computer, banging on the key board as a result of frustration.

Plagiarize- To steal and pass off (the ideas or words of another) as one's own; use of created production without crediting the source.

Prior approval - Letting the proper authority know what you plan to do and receiving permission.

Provocation - To rouse or incite another into doing something.

Refusing to identify yourself - Failing to tell your correct name immediately after a staff member asks and/or failing to verify who you are by showing your I.D. card.

Restitution - Give it back, replace it, or pay for it.

Rights of review - If you think a decision was unfair, you can tell your story again to a higher ranking staff member.

Sanctioned - Permitted, encouraged, approved.

Scuffle - Disorderly struggle at close quarters resulting in scrambling and/or contusion. Locked together, grabbing, pushing resulting in no injury.

Sexual harassment - Any repeated or unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's job performance.

Staff detention - Staying after school with a teacher because of a disciplinary infraction.

Tampering with locking or safety devices - Damaging, tampering with, manipulating or altering institutional locking or safety devices.

Tardy to class - If you are not in class before the bell rings, you are tardy.

Theft - Taking, obtaining or withholding property of another without the owner's consent.

Threats - A student commits threats when he/she:

- a. threatens to commit any crime or inflict harm or injury to another person or his/her property.
- b. compels another to engage or not engage in an act by means of instilling a fear that if the demand is not complied with, the student will inflict harm or injury on another person or his/her property.

Throwing snowballs - Throwing, holding or discarding snow, regardless of the intention.

Tobacco, use of - Tobacco in any form, including chewing tobacco and snuff. Inhaling, holding or discarding a cigarette, cigar or pipe whether lit or extinguished.

Truancy - Staying out of school without permission of parents or guardians and school authorities.

Unsanitary dress or appearance - Dress or appearance that is dirty, unhealthy as determined by odor and appearance. Shoes must be worn in the building.

Vandalism - Willful or malicious destruction or defacement of public or private property.

Weapon- Any item which may be harmful and/or used to fight with.

Zero tolerance -At Windham High School, we will not tolerate acts of violence, drugs, alcohol, or weapons. Immediate consequences will follow such acts, as prescribed by our disciplinary policy.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Statute: 20 U.S.C. 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR 99.10).
- Seek to amend education records (34 CFR 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a post secondary institution at any age (“eligible student”).

PESTICIDE MANAGEMENT

As of July 1, 2000, The Windham Public Schools are required by Public Act 99-165 to issue a statement of policy regarding the application of pesticides at schools and grounds.

This statement of policy shall be made to all staff and to all parents or guardians of students enrolled in schools under the control of the Windham Public Schools. This statement will be made annually at the beginning of the school year.

An Integrated Pest Management Plan is in place for the Windham School System. This plan requires that alternative methods be employed prior to using a pesticide. Whenever it is deemed necessary to apply a pesticide it will be done so during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where such application has been made until it is safe to do so according to the provisions on the pesticide label.

Public Act 99-165 also allows for the notification of staff and parents and guardians of students prior to application of pesticide. Any individuals who wish to be notified may register at the school office to receive notice. Notice will be mailed so as to be received 24 hours prior to pesticide application.

Questions regarding the Windham Public Schools policy for pesticide applications may be addressed to the Director of Buildings and Grounds.

PUBLIC NOTIFICATION OF ASBESTOS MANAGEMENT PROGRAM

State and federal asbestos regulations require that building occupants be notified about asbestos management activities and the existence of the Asbestos Management Plan (AMP)

The Windham Public Schools facilities have been inspected to determine the presence of asbestos and to evaluate the potential for human exposure to airborne fibers. As is the case for most schools, asbestos-containing products were found in our school buildings.

Wherever the potential exists for damaged materials to cause asbestos fibers to be released into the air, we have encapsulated or enclosed the material. Most of the materials that present a potential for exposure are in areas that are inaccessible to students, such as boiler rooms and pipe tunnels.

An Asbestos Management Program has been developed to maintain these materials in a condition in which they do not pose a health hazard. As part of this program, asbestos-containing materials are inspected several times each year and the Asbestos Management Program are re-evaluated every three years.

Anyone wishing to know more about the Asbestos Management Program or the asbestos-containing materials found in our schools should call Mike McGlew at 465-2335 and ask to see the Asbestos Management Plan, which is on file in the main office of each building and in the maintenance office.

ALMA MATER

Words by Horace J. Fenton,
Class of 1894

By green hills eternal,
Surrounded, supernal,
Fair Precincts where our
fathers musing trod;
O stately thou standest
Of all schools the grandest
To guide us all up to the
throne of God.

When as to a fountain
On Helicones fair mountain,
We, thirsting, came in thee in
fairest youth

Thou gravest for asking
Nor willfully tasking,
Deep draughts, from out they deep
well-spring of truth.

For' er let the glory
Be surrounded in story
Far down the golden
corridors of time;
Thy children's devotion
Shall deepen thy potion
Until thy name be sung in
every clime.

Chorus:

Sing, sing for Windham, sing
For old Natchaug ring
out the chorus free,

Then sing, sing, together
Oh, Windham High forever—
Thy loyal sons and daughters all are we

ABBREVIATIONS FOR SPORT EVENTS IN CALENDAR

SCHOOL		SPORT EVENT		ATHLETIC LEVEL	
Bacon	BA	Baseball	BB	Freshmen	F
Berlin	BE	Basketball	BK	Varsity	V
Bolton	BL	Cross Country	XC	Junior Varsity	JV
E.O. Smith	EOS	Field Hockey	FH		
East Catholic	EC	Football	FB	GENDER	
East Lyme	EL	Golf	GF	Male	B
Fitch	FIT	Gymnastics	GYM	Female	G
Griswold	GRI	Soccer	SC		
Goodwin Tech	GT	Softball	SB	WHERE GAME IS	
Killingly	KIL	Swimming	SW	Home	H
Ledyard	LED	Outdoor Track	TR		
Lyman	LYM	Tennis	TN	Away	A
Montville	MTV	Volleyball	VB		
New London	NL	Wrestling	WR	TIME OF GAME	
Norwich Free	NFA			No listing after time is	PM
Parish Hill	PAR			Specific listing	AM
Plainfield	PLA				
Pomperaug	POM				
Putnam	PUT				
Rham	RAM				
St. Bernard	SB				
South Windsor	SW				
Stafford Springs	SS				
Stonington	STN				
Stratton Brook	SB				
Tolland	TOL				
Tourtellotte	TOUR				
Waterford	WAT				
Wheeler	WHE				
Wickham	WCK				
Wilcox Tech	WCT				
Windham Tech	WT				
Windsor	WSR				
Woodstock	WS				

SPORT SCHEDULE READS AS FOLLOWS:

Athletic level
&
Time of Event Sport Event Gender Where Opponent

3:00 BB FG H Gri

The above listed game read as follows:
Game is at **3:00pm.**
It is a **Baseball** game.
For **Freshmen** level
Girl athletes.
At **Home** field.
Opponent team is **Griswold.**

*** Up to date sport schedules can be found on the web @ ciacsports.com**



PARENT/GUARDIAN HANDBOOK SIGNATURE PAGE

Dear Parents/Guardians,

Please go over this student handbook with your child.

Discussed within the handbook are the administrative guidelines that will be used throughout the 2012-2013 school year. Please read the handbook and become familiar with the guidelines. Discuss the information with your child.

As Windham High School, Windham Academy of Humanities & Arts and Windham STEM Academy looks to provide the best possible quality education for your student, it is vitally important that both you and your child know the expectations and opportunities that your school affords. Your child’s safety and education are our main concerns. For that reason we must all adhere to the same rules and policies.

After you have read and discussed the handbook with your children, please sign and return the form below as soon as possible.

(Remove this page and return to school with parent/guardian’s signature.)

Student’s Name_____

I have read and understand the student handbook.

Student’s Signature_____

Date_____

I have read and understand the student handbook. I have discussed these guidelines with my child.

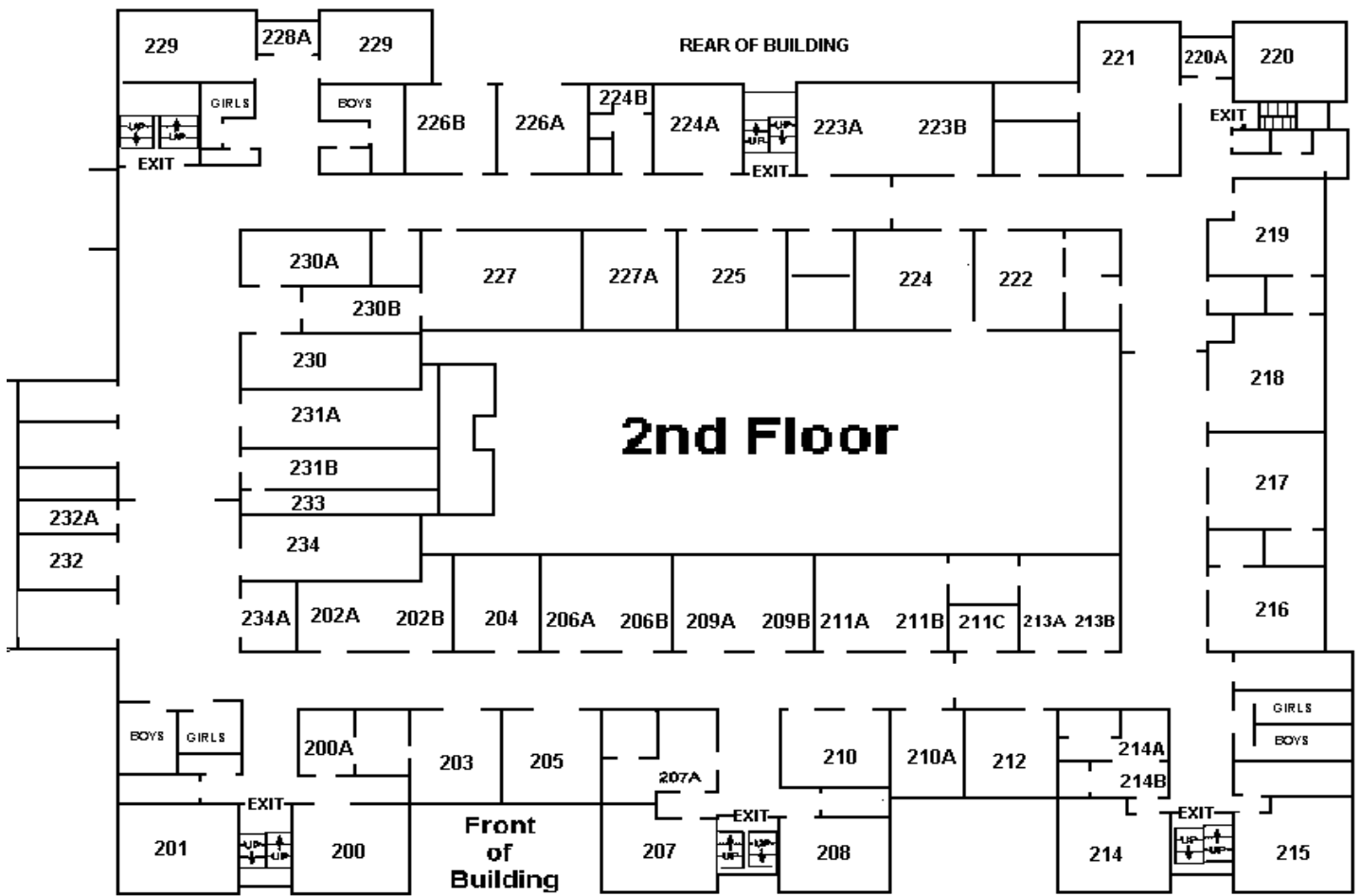
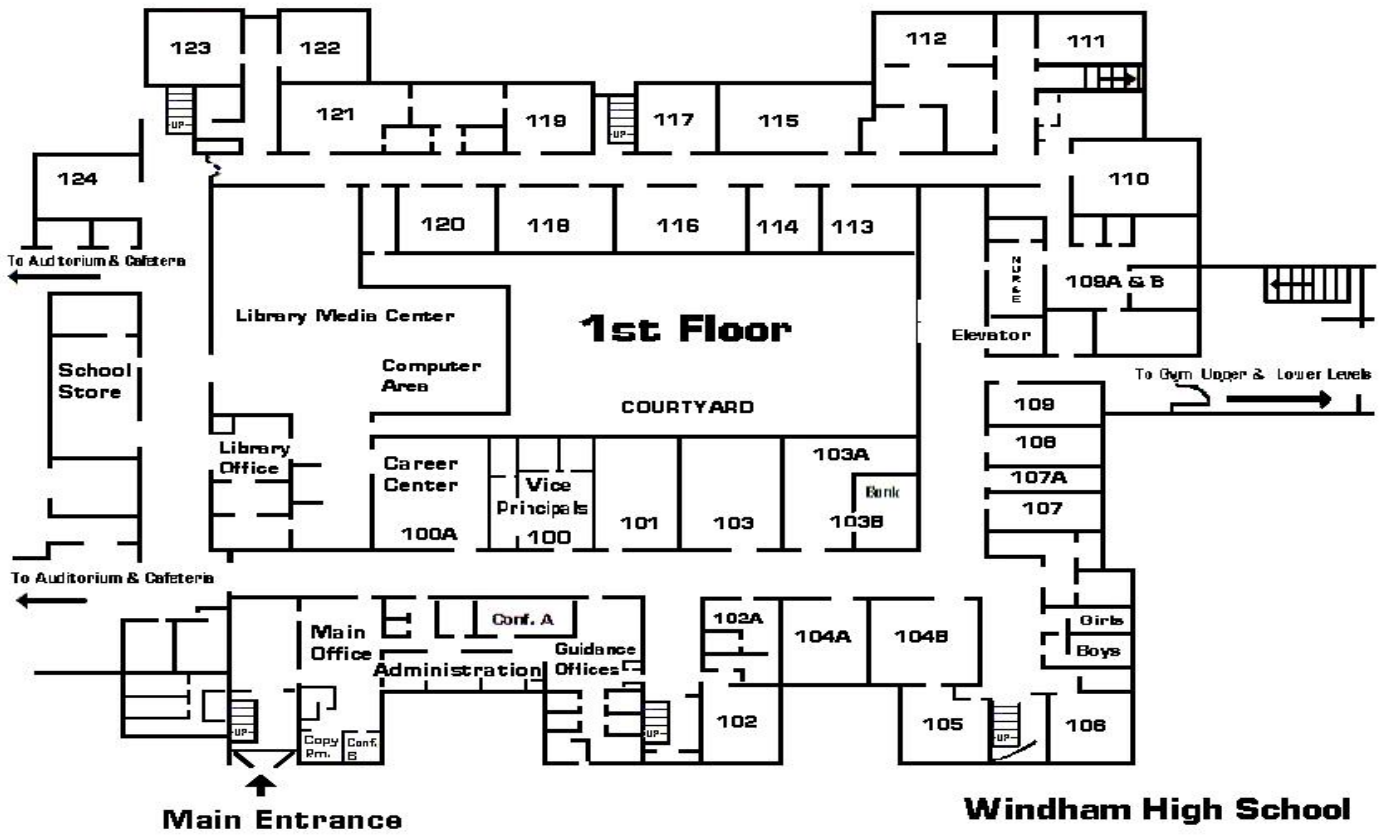
Parent’s/Guardian’s Signature_____

Date_____

Parent’s/Guardian’s Signature_____

Date_____

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**PLEASE NOTE THE FOLLOWING
IMPORTANT DATES:**

SAT's / PSAT's / AP / CAPT Testing

SAT October 6
SAT November 3
SAT December 1
SAT January 26
SAT May 4
PSAT October 17
Advanced Placement Testing..... May 5 through May 15
CAPT Testing..... March 4 through March 15

Close of Trimesters

Close of Trimester I November 21
Close of Trimester II February 28
Close of Trimester III..... May 31

Report Cards distributed approximately 1 week following the end of each Trimester.

Open House

September 18 ----- 6:00-9:00 p.m.

Parent Conferences

October 24, 251:15-2:15p.m and 5:00 - 8:00 p.m.

January 24, 25.....1:15-2:15p.m and 5:00-8:00p.m.

Dances

Homecoming Dance November 3

Junior Prom April 27

Senior Prom..... May 25

Concerts

Fall Concert.....November 15

Windham Players December 12, 13, 14, 15,16

May 1, 2, 3, 4, 5

Prisms Concert..... February 21

Spring Concert May 23