

# **Windham High School Student Handbook 2018-19**



## Principal's Message

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Dear Parents & Students,

As we return from summer vacation, I trust everyone is looking forward to what will be an exciting and successful year. As Windham High School enters its tenth year, it continues to earn the reputation as one of the most highly regarded high schools in New Hampshire. Our teaching staff is truly the best you will find anywhere, as evidenced by their commitment to the success of ALL our students, along with their desire to continuously improve their craft. As students, you are one of the primary reasons WHS continues to thrive. Through your hard work and dedication in the classroom, on stage, in the band, on the playing fields, and in all areas; you constantly display a sense teamwork, school spirit, and a tremendous work ethic that makes the entire Windham community proud. As you continue to pursue your academic and extra curricula goals, be sure to remember all those who have and will continue to support you: first and foremost, your parents and families, the residents and community leaders who support our schools in so many ways, the WSD administrative team, and of course, all the wonderful teachers you have had throughout your career in the Windham School District.

Our goal is to provide you with the best possible education, to help develop your talents, and to ensure you are well-prepared for a future full of endless opportunities. However, what I challenge all of you to do is to take advantage of all that WHS has to offer, to follow your passions, and to challenge yourself without being afraid to fail. The more involved you become in the school community, the more you will grow academically, socially, and emotionally. Your time here will be full of challenges, but the entire staff and school community will be here to support you and make sure you find great success. Just remember what T.S. Eliot once said, "only those who risk going too far can possibly find out how far they can go."



Stephen Sierpina  
Principal



Matthew Malila  
Assistant Principal

## Mission and Expectations

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### ***WHS Mission Statement:***

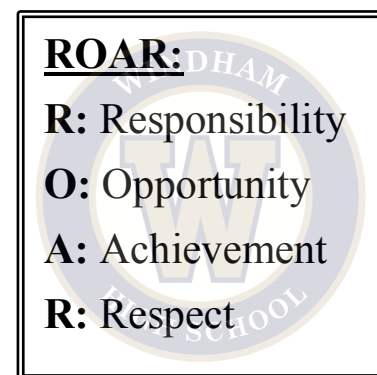
Adopted: June, 2013

Windham High School is an educational community committed to excellence through hard work, high standards, personal responsibility and dedication to others.

### ***21<sup>st</sup> Century Learning Expectations:***

#### ***Jaguars are ...***

- Accepting – Celebrating Individuality
- Collaborative – Work Together
- Creative – Think Differently
- Grateful – Show Appreciation
- Inquisitive – Explore Possibilities
- Involved – Extended Learning
- Persistent – Overcome Obstacles
- Responsible – Take Ownership



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**Windham School Board**

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Chair	Dennis Senibaldi
Vice Chair	Keleigh McAllister
Member	Robert Breton
Member	Cynthia Finn
Member	Shannon Ulery

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**Windham School District Administration**

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Superintendent	Richard Langlois
Assistant Superintendent	Kori Alice Becht
Business Administrator	William Hickey
Director of Human Resources	Amina Fazlic
Director of Special Services	Kenneth Duesing
Director of Technology	Harry Bennett

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**Windham School District Office**

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19 Haverhill Road  
Windham, NH 03087  
(603) 425-1976 (phone)  
(603) 425-1719 (fax)  
windhamsd.org

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**Windham High School Administration**

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Principal	Stephen Sierpina
Assistant Principal	Matthew Malila
Director of Special Services	Jill Hanlon
Athletic Director	William Raycraft
Director of Guidance (K-12)	Julie Lichtmann
Director of Fine Arts (K-12)	Susan Veilleux
Director of Mathematics	Cathy Croteau
Director of Sciences (6-12)	Michael Koski
Director of English (6-12)	Wendy Jack
Dir. of Social Studies/World Language (6-12)	Shannan McKenna

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**Windham High School**

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64 London Bridge Road  
Windham, NH 03087  
(603) 845-1558 (phone)  
(603) 845-1559 (fax)  
<http://windhamhs.ss12.sharpschool.com/>

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

## Windham High School Faculty / Staff

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Principal  
Assistant Principal  
Director of Special Services  
Athletic Director  
Administrative Assistant  
Attendance Secretary  
Main Office Secretary

Stephen Sierpina  
Matthew Malila  
Jill Hanlon  
William Raycraft  
Marianne Dalias  
Cindi Broady  
Patricia Merrill

### ***English***

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Wendy Jack, Director

Teachers:

Amy Bourque  
Sarah Ellins  
Brenda Engel  
Rebecca Jepsen  
Ryan O'Connor  
Jessica Reills  
Maura Sampson  
Kristen Sullivan  
Cathleen Stuart  
Allyna Ward

### ***Fine, Living & Technical Arts***

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Susan Veilleux, Director

Teachers:

Nancy Bourdeau (Art)  
Michael Cirelli (Art)  
Hannah Cole-Dahar (Art)  
Sheila Cuneo (Music)  
Thomas Dooley (Video)  
Janet Robbins (Art/FACS)  
Mark Taddonio (Music)

### ***Guidance***

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Julie Lichtmann, Director

Counselors:

Elizabeth Baddeley  
Christi Dunn  
Michael Keshigian  
Kayla Lanagan

Donna DiZazzo (Admin. Ass't)  
Diane Figaro (Registrar)  
Bethany Fleming (Exe. Function)

### ***Human Performance***

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William Raycraft, Athletic Director

Teachers:

Jill Bartlett  
Jack Byrne  
Brian Fillion  
Ann Haky  
Katherine Shoubash (FACS)  
Todd Steffanides

### ***Math & Business***

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Cathy Croteau, Director

Teachers:

Mary Anderson  
Amber Bishop (Business)  
Sandra Cannon  
Mary Frostick  
Julie Hartmann  
Lauren Isabelle  
Stephen Latvis  
Joshua Lavoie  
Kristina Micalizzi  
Kristin Miller  
AnnMarie Morse (Business)  
Casey Pohlmeier  
Amit Sharma

### ***Science & Engineering***

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Michael Koski, Director

Teachers:

Amanda Berger  
Matt Bryant  
Kyle Burton  
Graham DeRousse  
Karalyn Gauvin  
Raji Gupta  
Matthew Jablonski  
Christy Johnson  
Patrick Kaplo  
Nicholas Kovaliv  
Katherine Shaka

### **Social Studies & World Language**

Shannan McKenna, Director

#### Social Studies Teachers:

Jeffrey Bourque  
Andrew Haemker  
Jon Hall  
Katie Pingree  
Jeffrey Merrill  
Alison O'Brien  
Beth O'Connell  
Colleen Smith  
Elizabeth Talon

#### World Language Teachers:

Susan Cobb (French)  
Cecilia Creamer (Spanish)  
Michael Munsey (Latin)  
Bevin Sheehan (Spanish)  
Chad Westwood (Spanish)

### **Media Center/Technology**

Deborah Morin, Media Specialist

#### Staff:

Paul Bencal (Integrator)  
Matthew Flynn (Repair/Maint.)  
David Rioux (Repair/Maint.)

### **Professional Specialists**

Accounting Clerk: Suzanne Jortberg

#### English Language Learners:

Greg Fisher

#### Health Office:

Donna Chartrand (Nurse)  
Kelly Carter (Nurse)

#### Learning Center:

Gayle Robertson

#### Service Learning:

Holly Londo

#### Theatre:

Russell Magnuson (WSD A/V)

### **Special Services**

Jill Hanlon, Director

#### Special Education Secretary:

Patricia Carter

#### Faculty:

Todd Alley (Case manager)  
Jessica Carleton (Counselor)  
Lauren Chase (Case manager)  
Christie Davis (Case manager)  
Juliana Hartley (Speech)  
Rita Lena (Case manager)  
Janice Les (Case manager)  
Holly Londo (Transition)  
Nicole Murray (Psychologist)  
Sue Nolan (Reading Spec.)  
Kayleigh Robinson (Case manager)  
Lindsay Ross (Occ. Therapy)  
Erin Taylor (Case Manager)  
Laura Wactowski (Speech)  
Michael Welch (Case manager)  
Jillian Wudarczyk (Case manager)

### **Paraprofessionals**

Donna Belanger  
Allyson Clarke  
Mary Davis  
Linda DelGreco  
Gina Dufault  
Kendall Dutton-Smith  
Darlene Faxon  
Bonni George  
Terry Maloney  
Callahan Marsden  
Deanna Missert  
Mary Mullen  
Nicole Knox Murphy  
Diane Ridlon  
Kim Shea  
Matt Smith  
Danielle Stoodley  
Ashley Wahlgren

# Windham School District Calendar 2018-2019

Visit [windhamsd.org](http://windhamsd.org) for updated calendar information

- 28 New Student Orientation  
(3:00 students, 6:00 parents)
- 29 First Day for Professional Staff

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	TW	TW	31	1

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

- 25 February vacation begins

- 3 Labor Day–No School
- 4 First Day of School
- 5 Open House (6-8pm)
- 6 Student Picture Day
- 10-11 Black Out Games

SEPTEMBER 2018						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	TW	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 3 February vacation ends
- 12 Teacher Workshop -No School – Town Election
- 13-14 Parent-Teacher Conferences
- 28-30 Spring Musical

- 5 Early Release - Teacher Workshop
- 8 Columbus Day–No School
- 9-13 Homecoming games, dance
- 10-11 Parent-Teacher Conference
- 31 WHS Renaissance Day

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	ER	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 10 End of Quarter 3 (Tentative)
- TBD PSAT Testing (9<sup>th</sup>, 10<sup>th</sup> Gr.)
- SAT Testing (11<sup>th</sup> Gr.)
- TBA (12 Gr.)
- 22-26 April vacation

- 2-3 Fall Drama Production
- TBD Trebuchet Day
- 6 Teacher Workshop – No School
- 12 Veteran’s Day – No School
- 13 End of Quarter 1
- 21 Early Release – Teacher Workshop
- 22-23 Thanksgiving Break

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	TW	7	8	9	10
11	12	13	14	15	16	17
18	19	20	ER	22	23	24
25	26	27	28	29	30	1

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	ER	25
26	27	28	29	30	31	1

- 6-17 AP Exams
- 17 Spring Choir, Band Concert
- 18 Jr./Sr. Prom – Atkinson CC
- 23 Science Assessment
- 24 Early Release Day
- 27 Memorial Day–No School
- 29 Scholarship / Awards Night

- 12 Winter Band Concert
- 13 Winter Choir Concert
- 24 Holiday vacation begins

DECEMBER 2018						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	ER	S	S	S	S	22
23	S	S	S	S	S	29
30						

- TBD Graduation\*
- TBD Final Exams
- TBD Scheduled last school day – Early Release Day \*
- 18-28 Snow Days

\*To be determined in March/ April by the Windham School Board

- 1 Holiday vacation ends
- 21 Martin Luther King Jr. Day – No School
- 22-24 Mid-term Exams
- 24 Quarter 2 Ends
- 31 Early Release Day

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	ER		

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Bell Schedules

('bells' in parentheses do not ring)

### Monday

1A	7:52	8:32
1B	8:36	9:16
2A	9:20	10:00
2B	10:04	10:44
3A*	10:48	12:05
3B	12:09	12:49
4A	12:53	1:33
4B	1:37	2:17

#### \*Lunch Schedules

A Lunch	10:48	11:12
Class	11:15	12:05
Class	10:48	11:12
B Lunch	11:15	11:39
Class	11:41	12:05
Class	10:48	11:39
C Lunch	11:41	12:05

### Tuesday – Friday

Block 1	7:52	9:14
Advisory	9:18	9:33
Block 2	9:37	10:58
Block 3*	11:02	12:52
Block 4	12:56	2:17

#### \*Lunch Schedules:

A Lunch	11:02	11:27
Class	11:32	12:52
Class	11:02	11:42
B Lunch	11:44	12:09
Class	12:12	12:52
Class	11:02	12:22
C Lunch	12:27	12:52

### Early Release Day

Block 1	7:52	8:32
Block 2	8:36	9:16
Block 4	9:20	10:00
Block 3*	10:04	11:17

#### \*Lunch Schedules:

A Lunch	10:04	10:27
Class	10:29	11:17
Class	10:04	10:27
B Lunch	(10:29)	10:52
Class	(10:54)	11:17
Class	10:04	10:52
C Lunch	(10:54)	11:17

### Extended Advisory

Block 1	7:52	(9:03)
Assembly		(9:48)
Block 2	(9:53)	11:04
Block 3*	11:08	12:51
Block 4	1:04	2:17

#### \*Lunch Schedules:

A Lunch	11:08	11:33
Class	11:38	1:00
Class	11:08	11:50
B Lunch	11:53	12:18
Class	12:22	1:00
Class	11:08	12:30
C Lunch	12:35	1:00

### 2 Hour Delayed Opening – Mondays

1A	9:52	10:16
1B	10:20	10:44
2A	10:48	11:12
2B	11:16	11:40
3A	11:44	12:08
3B	12:12	1:25
4A	1:29	1:51
4B	1:55	2:17

#### \*Lunch Schedules

A Lunch	12:12	12:35
Class	(12:37)	1:25
Class	12:12	12:35
B Lunch	(12:37)	1:00
Class	(1:02)	1:25
Class	12:12	1:00
C Lunch	(1:02)	1:25

### 2 Hour Delayed Opening – Tue - Fri

Block 1	9:52	10:52
Block 2	10:56	11:56
Block 3*	12:00	1:13
Block 4	1:17	2:17

#### \*Lunch Schedules

A Lunch	12:00	12:23
Class	(12:25)	1:13
Class	12:00	12:23
B Lunch	(12:25)	12:48
Class	(12:50)	1:13
Class	12:00	12:48
C Lunch	(12:50)	1:13



## General Information

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### *Note:*

Much of what follows is based on Windham School District (WSD) policies. As appropriate, these are noted by section. Text below that is underlined is taken directly from district policy word-for-word. Other text is adapted based on WHS procedures or for the purpose of brevity. District policies are available via the Windham School District website: [www.windhamsd.org](http://www.windhamsd.org).

### *Residency*

*Source: WSD Policy JFA, JFAB*

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

### *School Messenger*

The Windham School District utilizes School Messenger, an automated text message, voice, and e-mail system, to communicate emergencies, cancellations, events and, at times, information of general interest to parents and students. Students and parents are requested to ensure that contact information is continually up to date in order to ensure timely contact. If contact information changes, please contact the Guidance Office at WHS at 845-1558 ext. 5841.

### *Delayed Opening / No School / Early Dismissal Announcements*

School cancellation and delayed opening decisions are communicated via School Messenger, Twitter, and local broadcast media, including WMUR-TV (Channel 9). These decisions are generally not made until 5:45am. In the event of an emergency or weather situation necessitating the early, unscheduled dismissal of students, decisions will be communicated in similar fashion. Windham High School students will be released first, followed by those at Windham Middle School and then the elementary schools at approximately 40-minute intervals.

### *School Property*

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

### *Student Rights and Responsibilities*

*Source: WSD Policy JIA, JICD*

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

### *Military / College Recruitment*

Federal law requires that Windham High School provide the names, addresses, and telephone numbers of all secondary school students to those military recruiters and institutions of higher learning who request this information. However, the law also allows the student or parent/guardian to request that this information not be released and requires WHS to comply with such a request. Written requests to not release such information should be sent to the high school guidance office.

## School Attendance

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### *Absences*

*Source: WSD Policy JH*

Attendance to class/school is an important life skill essential to the learning process. We urge students and parents to strive for perfect attendance to ensure scholastic success. The School Board recognizes that absences from school may be necessary at times, but excessive absences that lead to poor academic performance may lead to loss of extracurricular activities and/or academic failure. It is the student's responsibility to make up all school work and tests missed due to absences promptly after their return to school. The Windham School District will recognize two (2) types of absences: excused and unexcused.

- Hospitalization/illness (more than five (5) days requires physician note) – immediate notification of infectious or contagious diseases strongly encouraged
- Court appearances
- Religious holidays
- School testing
- Bereavement
- All school-sponsored activities
- Out-of-school suspensions
- Planned absences (college visits, family events, etc.)
- Medical or military appointments
- Other absences approved by the Superintendent

Parents/guardians are asked to coordinate with their child's teachers ahead of a planned absence to plan for making up any missed class work or assignments. The student's parents/guardians need to notify the school about any excused absences. Any necessary documentation should be provided in a timely fashion.

**Unexcused absence** – an absence that occurs for any reason other than an excused absence.

### *Appeal Process*

Parents/guardians seeking to have their child's absence excused for a reason that is not otherwise allowed by this policy may file a written request with the Principal that specifies why and how long the student has to be out of school. The Principal will decide whether to grant an exception to the Policy and notify the parents/guardians. If the exception is denied, the parents/guardians may request a conference with the Principal to ask the Principal to reconsider his/her decision. The Principal's decision can be appealed to the Superintendent.

### *Truancy*

*Source: WSD Policy JH*

Truancy is defined as any unexcused absence from class or school. Under New Hampshire law, ten half-days of unexcused absence during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or Principal's designee is hereby designated as the District employee responsible for overseeing truancy issues.

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

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

## *Planned Extended Absences*

Source: WSD Policy JH

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

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

Post-secondary planning purposes (i.e., college visits and assessments, military recruitment interviews/assessments, potential employer interviews for graduating students, job shadows, etc.) are prime opportunities to utilize the Planned Absence Form. Verification through documentation is to be provided by the college or cooperating agency. Extended Learning Opportunities (ELO) in some cases will validate the exempt status for attendance purposes. Students are directed to the Assistant Principal for guidance regarding ELO matters pertaining to attendance.

### *Planned Extended Absences During Final Exams*

Students who will miss final exams due to a planned absence must submit a request *in writing* to take them early to the principal. These requests must be submitted a minimum of three weeks prior to the date of the first underclass exam. The required paperwork includes: (1) Extended Absence form; (2) Request for Final Exams form. In addition to including the number of days that the student will be away, please describe in detail the nature of the absence on the forms. Students should also include appropriate supporting material(s), such as websites for programs, contact information for parents, and acceptance letters.

The Principal, in consultation with the student/parents/guardians will review:

- The nature of the absence—academic or personal
- The length of the absence

In general, exams will be taken after the completion of the school year, and shall be scheduled by the student with the assistance of their guidance counselor. Students may have their exams scheduled prior to the exam period planned for underclassmen. This will be arranged only for students who will be:

- Away from school/Windham for two weeks or more; and
- Participating in an academic program that supplements the student's overall education and future goals

No 'early' exams will be given prior to one week before the scheduled start of underclass exams. Students beginning their extended absence prior to that time will be required take their exams during the summer. Exams taken after the conclusion of the school year will be taken at a mutually agreeable time in the guidance or front office of the high school. Exams must be completed within two weeks of the student's return from their absence, and no later than one week prior to the first day of the following school year. If an exam is administered after a teacher's contracted term, grading may be delayed until the teacher returns to school.

A report card will be generated at the end of the regular school year with grades of incomplete listed for final exams and final course grades. Grades will be re-calculated and an adjusted/final report card issued when all exams have been taken and graded.

### *Tardiness*

Consistent and prompt attendance is a lifelong skill attributed to dependability and valued by our society. It is also a skill expected by employers. Students are expected to be on time to school each day and for each class. Students late to class may be assigned teacher-level disciplinary consequences with possible referral for further administrative action. Students who arrive to their first block class after the start of school—normally at the 7:52 bell—will be recorded as “tardy-unexcused” by their first block teacher. Tardiness to school may be excused in instances where the reason is in line with those identified as excused or exempt above—these students must first stop in the main office for a pass.

Students accumulating a large number of unexcused absences will be assigned consequences, including:

- 4<sup>th</sup> day unexcused tardy / quarter: Office detention
- 6<sup>th</sup> day unexcused tardy / quarter: Saturday detention, 1 month loss of study hall media center access
- 7<sup>th</sup> day unexcused tardy / quarter: Saturday detention, parent-student- administrator conference, possible loss of parking privilege

### *Dismissals*

To prevent interruption of classes and the disruption of learning, students are dismissed from school via parental notes. Dismissal notes should be submitted to the office before the start of school. Notes must contain the reason for the dismissal, and the expected time of return, if applicable. Students must sign out in the main office. Parents are requested to plan all student dismissals in this manner; emergencies are an exception. If a student needs to be dismissed for an unexpected reason, such as an emergency, then a parent or guardian is required to call in and obtain administrator approval for the dismissal.

### *Field Trips*

*Source: WSD Policy IJOA, IICA*

All students attending a field trip/class trip must complete a field trip permission form. This form requires a parent/guardian’s signature of permission, in addition to the teachers of classes to be missed. This form must be submitted to the teacher/advisor a minimum of one week prior to departure. Students failing to complete all paperwork on time will not be permitted to attend. In addition, students caught forging their parent’s signatures will also not be permitted to attend and will receive a disciplinary consequence. It is the student’s responsibility to follow the rules established by the chaperone(s) and bus driver. All Windham High School and Windham School District policies and procedures are in effect during field trips. The Principal or another administrator may deny a student the privilege of a field trip for violations of the Student/Parent Handbook rules, or due to failing grades in classes that would be missed because of the field trip.

### *Extended Learning Opportunities (ELOs)*

*Source: WSD Policy IHBH*

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

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## **Student Identification**

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### *Student Identification Cards*

*Source: WSD Policy JRD*

In accordance with the policy (see below), all WHS students are expected to carry their school ID with them at all times during school, before and after school activities, and/or all other school related functions. Student ID cards can be used in the cafeteria and library media center, as well as all WHS printers and copiers. Upon request from a member of the WSD, students should be prepared and able to

present their ID. If a student loses their ID, they can obtain a temporary ID and request a new ID card at the library media center. The cost for a new ID card is \$5.00.

1. Identification Card
  - a. All students in Middle School and High School shall be issued an identification card by the School System. Information on the card will include a photograph, name, school attending, and coded access numbers. Each card shall be carried, or displayed as instructed in the Student Handbook. Violation of this policy may result in discipline as outlined in the Student Handbook.
2. Safety Situations
  - a. With permission from a Principal or Director, an ID may be removed and set aside while a student is engaged in a situation where the wearing of an ID may pose a risk or hazard (machinery or human performance classes). The ID must be put back on when leaving that classroom or work area to access other parts of the building.
3. Temporary Identification
  - a. In the event that an official ID card is unavailable for any student, assigned staff shall issue a temporary ID card. A temporary ID shall be issued daily until a permanent ID is obtained. Each temporary ID shall be returned to the front office, security desk, or administer upon exiting the school facility.
4. Loss of an ID Card
  - a. Loss of an ID card will require immediate replacement. A fee may be charged for replacement.
5. Uses of Card
  - a. The card may be used for various school purposes as approved by the School Board and/or Superintendent of Schools. These may include cafeteria, library, and security purposes (copying exams). It may also be used as a prerequisite for admittance to after-school functions.

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## **Assessments / Grading**

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### *Assessments*

Students and parents will encounter the terms “formative” and “summative” at times during the school year. These terms refer to the two distinct types of assessments used in contemporary education. Formative assessments are smaller, more frequent activities and tasks given to students to measure effective instruction – how well it is being received and how well it is being delivered. Formative assessments are ideal to help teachers make adjustments in their delivery of course content. Homework, quizzes, small projects, and short writing exercises are only a few examples of formative assessments.

At the end of a unit or course, students are provided with assessments to measure all that they were exposed to in that unit or course. Summative assessments are these larger and less frequent efforts, such as exams, term papers, major projects, and even state assessments. Many courses use common summative assessments, which are prepared and given by multiple teachers and may be implemented multiple times allowing teachers to assess student performance in order to inform instruction practices or aid in curriculum development. These assessments are not retained by students following the in-class review. Parents wishing to view these assessment tools at the high school must receive permission from the Principal.

### *Grading Protocols*

1. Syllabi, as posted on PowerSchool Learning System, will include the method of grading to be used and any course specific retake provisions.
2. Homework will constitute no more than 15% of the quarter grade.

3. Formative assessments (labeled in PowerSchool as “F”) have no minimum grade, and may be re-done at the teacher’s discretion.
4. Completed summative assessments (labeled in PowerSchool as “S”) will receive a minimum recorded grade of 50% only after a retake has been attempted.
5. Late summative work will receive a 5% deduction per school day; after five school days, a grade of 0 will be final, with no re-take eligibility.
6. If a student has an unexcused absence/cuts a class/school on the day of a summative exam or the day a summative assignment is due, the student will receive a 0%. The student will have the opportunity to take the exam or turn in the assignment at the earliest convenience of the teacher for up to a 50%. The opportunity for a retake will be forfeited.

### *Retake Protocols*

1. Most summative assessments will be eligible for a retake assessment.
2. Exceptions to the retake policy are midterms, final exams and long-term assessments (papers or projects) with multiple assessment points that allow students to improve their work during its development. The exceptions to the retake protocol must be pre-approved by the appropriate Curriculum Director and be communicated prior to students and parents.
3. Remediation work will be required prior to each and every re-take opportunity. Teachers will detail their remediation process in their syllabi. Any exceptions to this must be approved by the appropriate Curriculum Director.
4. To be eligible for retakes, students may be required to complete assigned preparation/review activities prior to the initial summative assessment. This condition must be communicated to students prior to the initial summative assessment. Preparation and/or review activities, prior to the original summative, may not require students to attend sessions before or after school.
5. When appropriate and based on a student’s performance, teachers may choose to have student(s) retake only a portion of the assessment.
6. Individual departments will be consistent in their grading procedures for retakes as follows:
  - a. Humanities: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
  - b. World Language: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
  - c. Mathematics and Business: Students who receive below a 78% on a summative assessment will have one opportunity to retake the assessment for up to an 78%.
  - d. Science: Students will have the opportunity to retake summative assessments at least up to 80%.
  - e. Human Performance & Wellness: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
  - f. Fine and Visual Arts: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
7. Due to emergency or extenuating circumstances, teachers may request, pending the Director’s approval, individual exceptions to these protocols may be implemented.

### *Failing Grades*

Students must earn a minimum of a 60% in a course to earn credit in the course.

## Report Cards

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

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

## Summer School

Students who do not pass a course, but do earn a minimum grade of 50% shall be eligible to receive credit for the course by the successful completion of summer school. Students must remain enrolled in and attend the course(s) to be eligible for summer school. The costs of summer school and the timely submission of grades to Windham High School are the responsibility of the student or parent.

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## Homework

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### *Homework:*

*Source: WSD Policy IKB*

The District recognizes the value of homework to promote academic achievement, encourage student responsibility, and enhance educational experiences. Homework is defined as short-term tasks or assignments intended to be an outgrowth of the classroom experience and completed outside of class time. Homework may include preview, practice, review, or extension of knowledge/skills or other types of class preparation. Homework will serve to inform classroom instruction and provide feedback to students. Teachers will ensure that students receive timely feedback on homework assignment.

Each school shall include in its Program of Studies or Student Handbook the average amount of time that a typical student should expect to dedicate outside of the school day to his or her studies for each class meeting with reasonable specifics for each grade and level\*. Middle and High School teachers may adopt such guidelines on a department basis. District and School administrators, Deans and Department Heads from each school shall meet at least annually to ensure proper vertical/horizontal alignment for both the weighting of assignments and amount of homework given. School administrators and Deans and Department Heads from each school shall meet quarterly to ensure proper horizontal alignment and expectations. Students shall not be expected to be working on long-term assignments over a scheduled holiday break. However, a typical night of homework may be assigned over a scheduled school vacation or holiday.

*\*Please see the following pages for this information, which is also included in the Program of Studies*

At Windham High School, there is an expectation that students will complete homework. Homework assignments should be obtained directly from the teacher, or from the teacher's class page on the school's webpage, and should be recorded in a student agenda or other notebook or media used for such purposes. It is the responsibility of the student to be aware of homework assigned and to request missed homework assignments in the event of any absences. According to *Windham School District Policy IKB*, homework may collectively constitute no more than 15% of a final grade for any course; [...] departments within schools will develop and adhere to consistent expectations and procedures aligned with this policy.

### *Faculty Responsibilities:*

- Assign clear and specific homework assignments that take into account the various maturity and ability levels of the students in the class, as well as the totality of students' homework assignments in all subjects.
- Assign homework that has a discernable connection to current learning.
- Provide a homework statement in the course syllabus consistent with Windham High School policies.
- Maintain an up-to-date Unified Classroom page, which includes homework assignments, due dates, and upcoming assessments.

*Parent/Guardian Responsibilities:*

- Establish a regular format for learning at home, such as a regular study area and hours
- Contact student's teachers or guidance counselors regarding concerns about homework
- Reinforce homework as a priority, and review your child's homework and offer guidance as appropriate

*Student Responsibilities:*

- Plan your time wisely, taking into account the courses you are taking and their homework requirements.
- Make homework a priority and do not procrastinate.
- Ask for clarification if assignments are not clear
- Maintain an agenda for both daily and long term assignment due dates
- Contact your teacher when you encounter a difficulty in completing homework (e.g. a technological glitch)

*Make-up Work:*

Students will be allowed two school days to make-up missing formative homework/classwork for each day of excused absence. Whenever possible, students should consult online resources to learn of their assignments. Students who may be out for longer periods (more than three days of school) should contact their teachers for additional information about their missing work. Note: For the purposes of this section, "each day" refers to each school day.



## Homework Expectations

There is no truly “typical” student. The following guidelines are designed to help students and parents plan course selections that maximize a student’s potential for overall success. Below, the director of each academic department have attempted to define how often homework will be assigned, the length of time the “typical” student will take to complete the homework necessary prior to the next class meeting, and what types of homework assignments students may expect in a class. Some students tend to take longer to complete homework, while others take less time. This is partly a reflection of the student’s aptitude for a course/subject, but also speaks to his/her focus, attention to detail, the environment in which homework is completed, as well as the number and types of assignments given by teachers. Most required courses (e.g. Biology, Geometry, Cultural Foundations, HP-1) are specifically identified. In other cases, a general statement is made based on the elective nature of a group of courses (e.g. English or Social Studies electives). These should not be read or used as an exact statement of how long the homework may take prior to each class, but as nothing more than a guideline.

Course(s)/Level	Approximate time required for homework (per class)	Assignments typically assigned for this class include, but are not limited to:	Frequency of formative assessments	Frequency of summative assessments
<i>Humanities (English / Social Studies)</i>				
Cultural Foundations (CP)	30-40 min.	Reading, open responses, journal writing, formal essays, projects, presentations, research	Each class	Weekly
Cultural Foundations (Honors)	50-60 min.	Reading, open responses, journal writing, formal essays, projects, presentations, research	Each class	Weekly
American Studies (CP)	30-60 min.	Reading, notes, open response journal writing, formal essays, projects, presentations, research	Each class	Weekly
American Studies (Honors)	60-75 min.	Reading, notes, open response journal writing, formal essays, projects, presentations, research	Each class	Weekly
<i>English</i>				
Writing (CP)	30-40 min.	Reading, essays, constructed responses, presentations, research.	Weekly	Weekly
Writing (Honors)	50-60 min.	Reading, essays, constructed responses, presentations, research.	Each class	Weekly
English Electives (AP)	60-120 min.	Reading, essays, presentations, formal notes, research, discussion leading.	Weekly	Weekly
English Electives (CP)	30-40 min.	Reading, essays, constructed responses, presentations, research, projects	Weekly	Weekly
English Electives (Honors)	50-60 min.	Reading, essays, constructed responses, presentations, research, projects	Weekly	Weekly
Modern World Literature (CP)	30-40 min.	Reading, essays, constructed responses, presentations, research, projects	Weekly	Weekly
Modern World Literature (Honors)	50-60 min.	Reading, essays, constructed responses, presentations, research, projects	Weekly	Weekly

<i>Social Studies</i>				
Social Studies Elective Courses (AP)	60-120 min.	Reading, notes, formal essays, projects, research, presentations.	Weekly	Weekly
Social Studies Elective Courses (Honors)	60-90 min.	Reading, notes, formal essays, projects, research, presentations	Weekly	Weekly
Social Studies Electives (CP)	15-60 min.	Reading, notes, formal essays, projects, research, presentations	Weekly	Weekly
<i>Fine, Living &amp; Technical Arts</i>				
Concert Choir Chamber Singers Concert Band Wind Ensemble Jazz Ensemble	30-45 min.	Practice logs, performances, rehearsals, presentations, written responses, music theory assignments, sectionals	Each class	Once every 2-3 weeks
Music Theory I Music Theory II Music and the Media Beginning Guitar Percussion / World Drumming	30 min.	Practice logs, musical compositions, projects, presentations, written responses, listening logs, theory assignments, performances	Each class	Weekly
Drawing I Painting I Ceramics/Pottery I Sculpture	60 min. per week	Projects, research, reflective writing, worksheets, completion of unfinished projects	Weekly	Once every 2-3 weeks
Drawing II Painting II Ceramics/Pottery II	120 min. per week	Projects, research, reflective writing, worksheets, completion of unfinished projects	Weekly	Once every 2-3 weeks
Studio Art (AP)	60 min.	A minimum of 24 high quality art projects by April vacation, projects, portfolios, critique, reflective writing, sketchbook assignments, research	Each class	Once every 1.5 weeks
Graphic Design I Graphic Design II TV/Video I TV/Video II Digital Media Photography I Photography II Intro. to Animation	60-90 min. per week	Project segments, reflective writing, reading with written response, research, worksheets, presentations, completion of unfinished projects	After every 2-3 class sessions	Once every 2-3 weeks
Fashion/Textiles I Fashion/Textiles II Interior Design	Up to 60 min. per week	Sketchbooks, shopping for items, reading for written responses, preparation for short presentations	Weekly	3-4 projects per quarter
Parenting and Child Development Human Relations	Up to 60 min. per week	Reading for written responses, preparation for short presentations	Weekly	3-4 projects per quarter
Foods and Nutrition World Cuisine Pastry Arts	15-30 min.	Labs, projects, completion of unfinished projects/labs	Weekly	1-2 per week

<i>Mathematics and Business</i>				
Algebra 1 (CP) Geometry (CP) Algebra 2 (CP)	30-40 min.	Reading, open and multiple-choice responses, journal writing, projects.	Each class	Every 2 to 3 weeks
Algebra 1 (Adv.) Geometry (Adv.) Algebra 2 (Adv.) Pre-Calculus (Adv.) Finite Math (Adv.)	40-50 min.	Reading, open and multiple-choice responses, journal writing, projects.	Each class	Every 2 to 3 weeks
Geometry (Honors) Algebra 2 (Honors) Pre-Calculus (Honors)	50-60 min.	Reading with open and multiple-choice responses, journal writing, and projects.	Each class	Every 2 to 3 weeks
Statistics (AP) Calculus (AP)	60-75 min.	Reading with open and multiple-choice responses, journal writing, and projects. Practice AP exams at least twice each month—adds 10-12 hours per month of additional homework.	Each class	Every 2 to 3 weeks
Business Classes	20-40 min.	Reading with open and multiple-choice responses, online research, journal writing, and projects.	Each class	Every 2 to 3 weeks (often project based)
<i>Science &amp; Engineering</i>				
Integrated Science (CP) Biology (CP) Chemistry (CP) Physics (CP)	20-30 min.	Reading with written responses, lab report writing, projects, research papers, review of materials needed for class participation.	2/3 of classes	Weekly
Integrated Sci (Honors) Biology (Honors) Chemistry (Honors) Physics (Honors)	30-40 min.	Reading with written responses, lab report writing, projects, research papers, review of materials needed for class participation.	Each class	Weekly
Biology (AP) Chemistry (AP) Physics (AP)	60-80 min.	Reading with written responses, lab report writing, projects, research papers, practice exams and questions, problem sets	Each class	Weekly
<i>World Language</i>				
World Language (Honors)	30-90 min.	Translations, worksheets, essays, notes, reading, presentations, journal writing	Each class	Weekly
World Language (CP)	15-60 min.	Translations, worksheets, essays, notes, reading, presentations, journal writing	Each class	Weekly

## Special Services

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Windham High School offers a variety of special education services and supports for our students with educational disabilities. The Windham School District has a Director of Special Services located at the Office of the Superintendent.

### *Why Do We Provide Special Education?*

In 1975, the United States Congress passed legislation that ensures all children with disabilities are entitled to a Free Appropriate Public Education (FAPE). That law, currently known as the Individuals with Disabilities Act (IDEA), contains several important requirements, including:

- Students with educational disabilities (3-21) be identified and receive individualized education programs and services designed to meet their unique needs; and be provided access to general education curriculum.
- Students are entitled to receive these services in the Least Restrictive Environment (LRE), meaning to the maximum extent appropriate, they will be educated in regular classes with their non-disabled peers.
- Services are provided at no cost to their parents; and,
- Parents must be afforded certain procedural safeguards to ensure they are participants in the planning of their child's program.

Special Education means "specially designed instruction" to meet the unique needs of a child with a disability. New Hampshire has a law (RSA 186-C), which closely mirrors and supports the IDEA and identifies ways in which New Hampshire will implement the Federal law.

### *Who is Eligible for Special Education?*

Not everyone who has learning difficulties receives special education. It must be decided that the student requires specialized instruction in order to access the curriculum. There are seven steps to the special education process in New Hampshire. These steps include:

1. Referral to the school team.
2. Evaluation, if a disability is suspected.
3. Determination by the special education team, which includes parents, if the child meets two criteria:
  - a. The child has an educational disability; AND
  - b. The child requires special education because of this disability.
4. Once a student has been determined by the team to be eligible to receive special education, the team then creates an Individualized Education Program (IEP).
5. Placement, or where the services will be implemented, is decided by the team. The child must be educated with non-disabled peers to the maximum extent appropriate.
6. The IEP is monitored and progress is reviewed.
7. Annual review of the IEP.

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## Academic Integrity / Plagiarism

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### *Academic Integrity*

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

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

### *Plagiarism*

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

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

Four common infractions are:

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

Technology, including translators, graphing calculators and the Internet, should be used as a resource, not as a substitute for original work. Misuse of these resources will be considered cheating, as will the use of unauthorized notes, copying the work of other students (with or without their consent), and duplication of electronic media.

In most cases, the penalty for cheating will be a “zero” on the assignment for all parties involved and communication of the reason(s) for the zero by the teacher to the student’s parents/guardians, as well as WHS administration. This is particularly serious if a student(s) is involved with cheating on an assignment that holds a significant weight in determining the final grade for the course. It is possible that a student receiving “zero credit” on a major assignment could jeopardize the awarding of course credit. An alternative, or combination thereof, determined at the faculty member’s prerogative, with the approval of a Director or Administrator, may also be assigned. In any instance, an incidental referral is to be submitted to the Assistant Principal, as this is a matter involving student discipline. Subsequent incidents of plagiarism or cheating may result in additional administrative action.

Students are advised that membership in any honor society can be denied or revoked if a student commits plagiarism or cheating on any assignment.

### *Duplication of Assigned Work*

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

(Thanks to: Bridgewater College (2010). Plagiarism policy. Accessed via the Internet: August 2, 2010: [http://www.bridgewater.edu/WritingCenter/plagiarism\\_def.htm](http://www.bridgewater.edu/WritingCenter/plagiarism_def.htm)).

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## **Emergency Evacuations and Drills**

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Administration, in concert with public safety agencies, will periodically conduct drills in order to ensure that efficient response procedures and protocols will be met when, and if a true emergency develops, thus limiting exposure to threats, injury, or harm to members of the WHS community. It is through the codes set forth by the Division of Fire Safety for the State of New Hampshire and the regulations promoted by the National Fire Protection Association that the Administration base its policies and procedures regarding prevention and mitigation.

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

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

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## Graduation/Senior Activities

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*Graduation:*

*Source: WSD Policy IKF*

All students, regardless of disability, must earn the credits required [...] and satisfy other academic requirements for graduation established by the School Board in order to receive a Windham High School diploma and be eligible for participation in graduation. The school board has the authority to approve exemptions or waivers to the policy that all students, regardless of disability, and who are pursuing a standard diploma, must earn the required credits and satisfy all other academic requirements to be eligible to participate in graduation. The school board will consider such requests upon receipt of a written appeal, which must be submitted no later than February first of the year in which the student intends to graduate.

Selected students may have their educational opportunities extended beyond the typical four-year experience based on recommendations made as part of the Special Education/504 process. These students may participate in various senior activities (Senior Trip, Senior Breakfast, Red Sox game, etc.) one time—during the spring their class cohort will graduate, *or* the year that the student will complete his/her education. This determination should be made as part of the student’s transition plan. Students may attend the Junior/Senior Prom twice within the spirit of this section.

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## Honor Societies

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*National Honor Society*

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

*Subject Area Honor Societies*

Some subject areas have established national honor societies, including: Tri-M—the Music Honor Society, Mu Alpha Theta—the Math Honor Society, and those in several world languages. Students eligible for membership in these societies will be notified by the advisors or membership of their eligibility, and given the opportunity to apply. Membership decisions will be made based on the criteria as determined by each individual honor society. Students should confer with their Advisor, Guidance Counselor or the society’s advisor for more information and application procedures.

*National Honor Society Criteria*

*Service:*

In order to be eligible for membership, Junior candidates must have evidence of a minimum of 25 hours of service, and Senior candidates must have a minimum of 35 hours.

Service is generally considered to be those selfless actions taken by the student done with or on behalf of others without any financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to the school, his/her classmates, and the community, as well as the student’s attitude toward service will be reviewed. Through their service, candidates must also demonstrate a variety of quality service projects, *or* a long-term dedication to a single quality service project. In determining the quality of service, financial or item donations and/or

participation in activities as part of a co-curricular team or organization will generally not be considered as high-quality actions. Some activities that are accepted as ‘Service Learning’ hours by the school may not count towards meeting this requirement.

The student meeting the expectations of this pillar:

- Assists at a variety of community-based opportunities, such as volunteering at a homeless shelter, selling snow cones at the Strawberry Festival, ushering for a school theatrical performance, and/or tutoring classmates in the Learning Center
- Volunteers as a long-term assistant to a Brownie Troop, assistant to a youth athletic team or club, mentor to a child as a Big Brother / Big Sister, or reader to children at the Nesmith Library
- Does not benefit from the service, such as cleaning the playing field of his/her team, building sets for his/her performance, or the receipt of academic credit

*Service:*

4	3	2	1
Student has far exceeded the Service expectations with a wide variety of quality service projects, or a significant, long-term dedication to a single quality service project.	Student has exceeded the Service expectations with a variety of quality service projects, or dedication to a single long-term quality service project.	Student has met the minimum Service expectations through a variety of service projects, or a single project.	Student has met the minimum Service expectations through service projects that lack variety, depth or quality.

*Leadership:*

Leadership is generally considered to be actions in the classroom, at work, and in school or community activities, which inspire others to demonstrate positive behavior. A leader is resourceful in proposing new problems, applying principles, and directing action. A leader demonstrates initiative, encourages others, and serves as a model for all. Leaders are able to delegate responsibilities effectively. Leadership roles in both the school and community may be considered, provided they can be verified.

The student meeting the expectations of this pillar:

- Is an elected leader of one or more clubs, teams or organizations
- Effectively participates in those activities in ways that inspire others to greater success
- Is recognized as a person who can be relied on by the leaders of groups and/or activities to work hard without being asked

*Leadership:*

4	3	2	1
Student has far exceeded the Leadership expectations. Faculty survey responses are mostly 4s in this category.	Student has exceeded the Leadership expectations. Faculty survey responses are mostly 3s in this area.	Student has demonstrated some of the Leadership expectations. Faculty survey responses are mostly 2s in this area.	Student has demonstrated few or none of the Leadership expectations. Faculty survey responses are 1s in this area.

*Character:*

Character is generally considered to be the demonstration of five traits: respect, responsibility, trustworthiness, compassion and integrity. The student of good character respects peers and adults alike, takes responsibility for his/her actions, earns the trust of others, shows compassion for all, and

demonstrates integrity. This pillar will be evaluated based on two adult recommendations, a faculty evaluation, as well as a personal essay submitted as part of the application process.

The student meeting the expectations of this pillar:

- Is viewed by his/her peers and adults alike as consistently demonstrating the qualities of character
- Upholds the principles of morality and ethics through word and action
- Manifests his/her character in obedience to federal and state laws, school rules, adherence to policies regarding academic integrity, and taking credit only for his/her own actions individually or as part of a group
- Adheres to these principles at all times, and in all locations

*Character:*

<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Student has far exceeded the Character expectations. Faculty survey responses are mostly 4s in this category. Student essay shows a strong understanding and demonstration of the five traits of character.	Student has exceeded the Character expectations. Faculty survey responses are mostly 3s in this area. Student essay shows an understanding and demonstration of the five traits of character.	Student has demonstrated the Character expectations. Faculty survey responses are mostly 2s in this area. Student essay shows an understanding of the five traits of character.	Student has not upheld the qualities of good character as noted. Faculty survey responses are 1s or 2s in this area. Significant shortfalls in this area are evident through the student essay.

### **Senior Late Arrival / Early Dismissal**

Seniors with academic study halls at the beginning or end of their scheduled school day may apply to have the privilege to either arrive late or be dismissed early. Students must have no classes scheduled prior to their arrival or after their departure, and this privilege does not allow students to leave campus and return until the conclusion of the school day. For example, a student with a class 1A may not leave during 1B if they have late arrival on B days, and a student with early dismissal 4A may not return to campus after a trip home or to the store prior to 2:17pm.

In order to be eligible for late arrival or early dismissal, students must maintain good academic standing (no failing grades in the previous quarter), demonstrate good citizenship (as defined by the Assistant Principal), not have a record of excessive absences or tardies (no more than four unexcused tardies or unexcused absences the previous quarter), and be current with their community service hours. An application form is available in guidance for student use.



## **Health Services**

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The school nurses are responsible for the administration of health services for Windham High School. Infosnap is provided for each parent/guardian prior to the start of the school year and should be completed before the start of school. Please update this information throughout the school year. Students and parents are requested to inform the nurses of any particular health problems that should be a matter of record. Students are encouraged to discuss health matters with the school nurses. Except in emergencies, students must obtain passes from their teachers prior to reporting to the nurse's office.

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

### *Administering Medication*

*Source: WSD Policy JLC, JLCD*

All medication brought to school, including for overnight field trips or other school events, will be secured with the school nurse. Students in possession of medication, including medications that are properly prescribed by the student's physician, may be subject to disciplinary action. Students may carry inhalers and EpiPens for emergency use with proper documentation from a healthcare provider, provided the school nurses have knowledge of these devices. Parents are requested to contact the school nurses to communicate any medical information necessary to ensure the well-being of their child.

### *Immunization Requirement*

*Source: WSD Policy JLCB*

The school nurses will notify parents/guardians of students whose records do not indicate up to date immunizations according to the State of New Hampshire's guidelines. Students who do not submit such documentation may be prohibited from attending Windham High School or conditionally enrolled as circumstances require (RSA 141-C:20).

## **Visitors**

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All visitors must sign in and out at the front desk in the main office and indicate the purpose of their visit. Adult visitors, including graduated students (Alumni), will be issued identification badges to be displayed at all times while in the school. Student visitors are not permitted at Windham High School during school hours unless an exception has been granted by an Administrator so as to not disrupt the learning environment (*Source: WSD Policy KI*).

## Organizations and Activities

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

### *Fundraising*

Source: *WSD Policy JJE*

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

### *Student Government*

Source: *WSD Policy JIBA*

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

The following makes up the student government structure:

The Student Body:

- I. Every high school student will be a member of the student body.
  - a. Every member will have the right to one vote per office in the election of class officers in his/her designated class.
  - b. Every member has the right to express his/her opinion regarding the Student Government and the welfare of the school in a respectful manner.
  - c. Students must be present in school to vote.
- II. The Student Council:
  - a. The Student Council consists of four (4) class officers from each class, and four (4) elected representatives from each class. It shall meet on a regular basis and the Student Council President will run the meeting. An advisor is appointed by the administration.

## Dances / Prom

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Only Windham High School students will be allowed to attend school dances held at the high school, including semi-formal dances. Students inappropriately dressed will not be admitted. Students will not be admitted more than one half hour after the start of the dance, unless previously approved by the administration, and must not leave the dance until its conclusion, unless dismissed by a parent/guardian *in person*. Students are expected to enter the building as soon as they arrive and must leave school grounds immediately after the conclusion of the dance. Responsible behavior is expected from all students. All school rules regarding student discipline, decorum and behavior that are applicable to normal school days apply at dances. As with the regular school day, the surrounding woods and parking lots are strictly off limits. Students wishing to attend any dance must attend two full blocks the day of the event, or (in the case of a weekend event) the Friday before.

### *Prom*

The Prom is a special dance held once a year, usually at an off-site location. Students are required to follow the expected attire of such an event, including adhering to a standard of appropriate dress. Students arriving inappropriately dressed, as judged by school administration, will not be admitted. Students must arrive within the first hour of the prom, and may not leave early except with pre-approval of WHS administration or with a parent/guardian *in person*. Some proms will be held at a distance from the high school that requires bus transportation to and from the event for safety reasons. If this is the case, *all students must ride the bus in both directions*, unless prior approval is given by administration. Guests are permitted to attend the prom, but must be under 21 years of age, and pre-approved by administration using the Prom Guest Approval form, which requires the signature of an administrator from the school the guest is currently attending, or the parent/guardian of the

WHS student who is bringing the guest. Guests are required to adhere to all rules and expectations of WHS students, including dress, the use of tobacco products, and behavior. Students may be held accountable for the behavior of their guests.

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## Student Records

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The Family Educational Rights and Privacy Act (FERPA), state law, and Windham School District Policy JRA guide the maintenance, custody, and access of educational records. Requests for inspection of records should be made in writing to the principal, and the principal shall arrange such inspection in a timely manner and under conditions that are reasonable (see policy) as to time and place for both the requesting party and the school in accordance with Windham School District *Policy JRA*.

Single copies of student records will be made available free of charge. Duplicate copies, or second copies of original materials shall be made available at nominal cost. Requests for copies of records must be made in writing to the principal and the school shall be accorded reasonable time to produce the requested copies. The Principal reserves the right to withhold the distribution of student records, including a diploma or certificate of attendance, until all fiduciary responsibilities are met. School district personnel with legitimate educational interests, as determined by the Principal, may be permitted access to such records without parental consent. The name and address of the administrator in charge of any particular student record may be obtained from the office of the Superintendent of Schools, SAU 95, 19 Haverhill Road, P.O. Box 510, Windham, NH 03087.

### *Non-Custodial Parents*

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

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## Permission to Publish Student Work & Photo/Video Release

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### *Permission to Publish Student Work*

*Source: WSD Policy JICE-R*

As part of a student's educational program, (s)he will have the opportunity to publish documents on the Internet and social media. These documents might include: a story, article or poem; artwork; a science or research project; a collaborative project; or student's names (e.g. honor rolls). We will publish these documents only with written permission. Please consider the following Windham School District guidelines: (1) Published documents may not include a student's phone number, street address, or box number; (2) Documents may not include any information that includes the physical location of a student at a given time other than attendance at a particular school or participation in after school activities; (3) Documents must conform to Windham School District and established school guidelines. The *Permission to Publish Student Work* agreement will be sent home prior to the start of each school year.

### *Student Photo/Video Release*

Many school-related activities (e.g. concerts, field trips, sporting events, and various classroom activities) are often videotaped/photographed in order to share via social media throughout the schools during the course of the year. Names may be utilized for publications or published on social media. Occasionally, local newspapers or television stations may come to report on special activities. Local media may request names for publication. In order to protect your child's right to privacy, we must receive permission from a parent or guardian. The *Student Photo/Video Release* agreement will be sent home prior to the start of each school year.

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## Miscellaneous Information

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### *Working Papers*

Students under the age of 16 who wish to obtain working papers can obtain an application from the main office. The employer must complete the form and the student must bring the form to the main office of the school with

an original birth certificate and a letter of intent to hire from the employer, including the employer's Federal tax I.D. number. Both the student and a parent must be present to sign the form.

### *Homeless Students*

*Source: WSD Policy JFABD*

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

### *Disability Access*

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

### *Section 504 of the Rehabilitation Act of 1973*

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

The Windham School District does not discriminate on the basis of physical or mental disability in its policies or practices. If a violation of Section 504 is believed to have occurred, then a grievance may be filed with the building administrator or Superintendent of Schools, SAU 95, 19 Haverhill Road, P.O. Box 510, Windham, NH 03087.

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## **Student Use of Vehicles**

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

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

To earn the privilege to operate or park a motor vehicle at Windham High School, the driver must have a demonstrated record of good school citizenship and have completed Service Learning hours commensurate with their class status (Seniors: 30, Juniors: 20, Sophomores: 10) prior to applying for a permit through the Assistant Principal. Students apply for parking privileges on an annual basis. The annual parking fee is \$20 and is not refundable in the event of temporary or permanent revocation. Student parking privileges are not transferable to another student and the Administration reserves the right to assign, limit, or otherwise restrict parking spaces.

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

A student participating in an Extended Learning Opportunity (ELO), attending a program through the Career & Technical Education (CTE) program in Salem or another district, or associated with a specified program endorsed

by the Administration, may petition the Assistant Principal for permission to operate a personal vehicle to and from the high school campus. In such matters, it is the Administration's intent to enable convenience for the student if certain safety parameters are maintained. To this end, a student is prohibited from transporting other students, who are under the age of 18, as passengers to their intended destination or any interim location. Moreover, specific permission from a parent/guardian and possibly the cooperating agent or agencies (i.e., CTE, internship employer, etc.) must be obtained. Students seeking this privilege must see the Assistant Principal for authorization.

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## **Driver Education**

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Driver Education is offered through a private agency. Students are selected for participation in each session by the agency. To be selected, a student must meet age eligibility requirements when the class starts. Classes are generally held after school and on-the-road driving is generally scheduled between the student and the agency. Additional information may be obtained on the Granite State Driving School website: ([www.granitestatedrivingschool.com](http://www.granitestatedrivingschool.com)), or Benson's Driving School (<http://www.bensonsdriving.com/>). Fees are payable to the agency. All questions regarding Driver's Education can be answered by the private agency.

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## **Nutrition Services**

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Nutrition Services operates a debit card system, which allows parents to prepay for meals, milk and/or snacks. Parents/Guardians are expected to prepay and not allow the account to become past due. WHS student meal prices for 2018-2019: \$1.75 for breakfast and \$3.00 for lunch. Staff meals are \$2.00 for breakfast and \$3.75 for lunch.

Parents/Guardians please send payments in an envelope clearly marked with student's full name and account number. We will gladly split the amount sent in among different family members if it is indicated on the envelope. Checks should be made payable to Windham School District. Students can also make deposits into their account during breakfast or lunch. Parents have online access and online payment options through: <https://m.k12paymentcenter.com/>

Should the account of a high school student be depleted, he/she will not be allowed to charge, but will be offered a designated meal. The designated meal will consist of a sandwich choice, vegetable, fruit and milk and the account will be charged for the meal. Credit will not be extended to staff. This procedure is in accordance with school board policy EF-A. Nutrition Services will make every effort to inform parents as to the status of the child's account. Students will be told of the account status as they purchase their meals and/or snacks.

Applications for free or reduced price meals are available for any family who wishes to apply. Applications are sent to each household at the beginning of the school year and are available throughout the year at each school cafeteria, at the SAU office and online at: [http://www.sau95.org/for\\_parents/nutrition\\_services/about\\_us/](http://www.sau95.org/for_parents/nutrition_services/about_us/)

If your child was enrolled in the program last year, they are entitled to the same benefit for the first 30 school days of the new year; applications must be resubmitted each year. If there is a lapse between the 30-day grace period and the processing of the new application the parent/guardian will be responsible for meal charges during that time (*WSD Policy EF, EFC*).

Students having special dietary needs and requiring meal modification must have their physician complete a detailed dietary order. These are available in the nurse's office and at the SAU office. Menus are posted monthly on our web site. If you have any questions or comments on the Nutrition Services program, please contact the Nutrition Services office at 537-2407 or [nutrition.services@windhamsd.org](mailto:nutrition.services@windhamsd.org).

### *USDA Nondiscrimination Statement*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary of Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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## Media Center

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Students may access the resources of the Media Center during the day in several ways. Students may come to the library throughout the school day with a staff-issued pass on a space-available basis, as well as before and after school. Students with academic study halls during the day may sign up to spend that study period in the Media Center no more than one day per week. Students signing up for Media Center use must come prepared with academic work, or they will be returned to study hall.

Students are expected to remain in the Library/Media Center the entire period unless otherwise specified by the assigning teacher. Students have the responsibility to conduct themselves in a manner that is respectful to the needs of all library users. To ensure fair use of the resources, reminder notices will be sent when materials are overdue. Students are expected to pay the cost of any material that is not returned for any reason or damaged. Students may check out materials for various lengths of time as posted in the Media Center.

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

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## Computer Use

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

### *Acceptable Use Policy*

*WSD Policy: EGA, GBEP, IJNDB, and EHAA governs the acceptable use of computer technology.*

### *School E-mail*

Each WHS student has access to an e-mail account to improve communication between students or parents and faculty. To this end, students are obligated to check their e-mail account at least once each school day in order to

remain informed about announcements or information that is disseminated by their faculty or the Administration. This account will be used to support positive communications and must be utilized consistent with the Acceptable Use Policy. All communications – and the content attached – drafted, sent or received, on this school account are the property of Windham High School and may be reviewed or monitored at any time by authorized personnel.

### *Laptop Use*

*Source: WSD Policy IJNDB*

Students are reminded that the MacBook issued to them is the property of the Windham School District. As such, use is restricted. A full set of guidelines for use can be found at: WSD Computer Use Policies and Procedures. Students will be required to sign the WHS Student & Parent/Guardian Laptop Agreement each year.

Some general reminders:

- Keep your login and password private. If you forget your password or cannot get into your network account, seek help from the Technology staff.
- Always log out of the network so that you are protected from abuse by others.
- Do not attempt to fix or repair your MacBook. Instead, bring your MacBook to the Library Media Center and see the Technology staff.
- Comply with trademark and copyright laws and all license agreements—this includes file sharing.
- School administrators reserve the right to restrict student accounts to prevent unauthorized activity.
- Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the Laptop Accidental Damage/Loss Policy.

Students misusing their school-issued laptops will be disciplined by administration based on the severity of the offense. Consequences may include, but are not limited to: verbal warning, loss of privileges, restricted use, office detention, Saturday detention, in-school suspension, out of school suspension, or expulsion.

### *Examples of Misuse*

- Students shall not allow other persons to use their name, login, password, or files for any reason unless specifically directed by a faculty or staff member.
- Eating or drinking near computers is strictly forbidden. Laptop computers should not be taken out of their case when in the cafeteria.
- Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are filtered or blocked. Students shall not intentionally access or attempt to access these sites.
- A student may not download and/or install any additional software, applications, plug-ins, add-ons or extensions for any reason. Should a student need to download or install one of the above referenced items for academic reasons, then the student should have his/her teacher contact the Technology staff.
- Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at any time.
- Desktop computers in the WHS computer labs are shared by all students and faculty. Do not change the settings without permission.
- Students shall not damage, degrade the performance of, or abuse anyone's laptop computer.
- Only games authorized by WHS will be allowed. Use of any other games is not allowed, which would include but is not limited to: plug-ins, add-ons, extensions and applications.
- Students may not access web sites, newsgroups, or "chat" areas that contain material that is obscene or promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a WHS staff member.
- Illegally obtained or shared music, movies and/or other media is strictly prohibited on any WHS computer. Any illegal media that is found will be immediately removed.
- Chat programs are not allowed.
- Use of streaming video sites, such as "YouTube", for non-educational purposes is prohibited.
- Clip-on protected cases are not allowed on laptops.

- Students must have their laptops with them, locked in their school lockers, or in a designated area. Laptops must not be left unattended.
- All laptops must be carried in the provided case at all times when not in use to avoid accidental damage. Laptop cases should not be thrown or tossed around. Shoulder straps are prohibited on the laptop cases.
- WHS supplied laptop bags are for laptop storage and transport only.
- Students are not to deface their laptops in any way (e.g. with stickers, tape, white-out, marking pens, etc.). Students may decorate their laptop bag only. Laptops are not to be altered in any way. Laptops must be returned in original condition. Each MacBook is labeled with a district identification barcode and student identification label. Students must not remove these labels.
- Computers may not be used to make sound recordings or digital images without the consent of all those being recorded.
- Students shall not use or attempt to discover another student's password. Use of another student's laptop or files is prohibited except if required for collaborative learning.
- Deliberate attempts to degrade, disrupt or alter any network or system performance will result in disciplinary action.
- Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of computer privileges and appropriate disciplinary action.
- Students will not attempt to override the Internet filtering software or other network configurations, including downloading VPN's or proxy servers from the APP store.
- Students also agree not to disrupt Windham's computer systems and network, or log in as an administrator for any reason, including the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disruption of the school systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

## **Code of Conduct**

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In accordance with *WSD Policy JICD*, students are expected to conduct themselves in a way that contributes to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

Students who fail to abide by Windham School District policies and procedures may be disciplined. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Due process shall be afforded to any student involved in a proceeding that may result in suspension or expulsion. Students who are expelled from school may be reinstated by the School Board in accordance with the provisions of RSA 193:13. Pupils expelled under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in the District for the period of their expulsion.

Certain incidents are required to be reported to the Windham Police Department based on the requirements of NH State RSA 193-D. Examples of incidents that must be reported include: Homicide, assault, possession of firearm or other dangerous weapon, arson, theft, possession/sale of drugs/alcohol, threatening, and some instances of bullying.

More information on the above may be found in *WSD Policies JIA, JICD*

Students who do not abide by the expectations outlined below will experience administrative action that is intended to alter and/or dissuade similar behaviors. To this end, all available resources, including a series of progressive administrative responses may be utilized, as outlined below in descriptive and matrix form. When not dictated specifically by Windham School District policy, consequences or combinations thereof are assigned at the Administration's prerogative. The absence of a particular infraction described in this handbook does not preclude the Administration from using professional judgment when matters develop that disrupt the educational process.



## **Progressive Consequences:**

### *Teacher Detention*

Source: *WSD Policy JKB*

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

### *Office Detention*

After school office detention is held either in the Test Center, or library, and occurs from 2:30-3:30 on Monday, Tuesday and Thursday. Students are expected to arrive on time to the designated location, as assigned by the Administration. Students will be given a 24-hour notice to make appropriate arrangements. If possible, the student may serve the office detention prior to the scheduled date.

Students are required to make productive use of the time in Office Detention and should arrive prepared with something to do. Therefore, students will not be permitted to sleep, or use phones or laptops for entertainment purposes, but may only use these devices for academic purposes. Students failing to serve detentions or those unable or unwilling to comply with the rules posted and/or directives of the staff member, should expect additional administrative action including, but not limited to, additional assignments to Office Detention, Saturday Detention, and/or loss of privileges. For students unable to serve an office detention after school, may opt to serve the detention before school and therefore must check in with the Assistant Principal by 7:00.

### *Saturday Detention*

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

### *Suspension*

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

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

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

### *Extra-Curricular Activity Participation*

Participation in extra-curricular activities is a privilege – not a right; to this end, a student may not represent the school as a participant, member, player, assistant, guest, or spectator if s/he has not been in attendance for that school day, including arriving to school on time and attending all classes. Furthermore, a student not in good standing, either academically or socially, will not be permitted to participate in extra-curricular activities until such good standing has been restored at the discretion of the Administration. In the case of a suspension from school or a suspension of privilege to participate, which is typically assigned due to an issue with a student's conduct, the coach and/or advisor, as well as the Athletic Director when applicable, will also be advised.

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

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

### *Special Education (Discipline Only)*

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

*Administrative Response Matrix*

Consequences for all infractions rest with the Administration. The matrix below is only a guideline of typical – not exclusive – responses to disciplinary referrals. Repeat offenders may incur additional penalties and/or other supports as a method to dissuade certain behaviors and/or enable accountability. Certain offenses require notification of the Windham Police Department per the requirements of *N.H. RSA 193-D:4*.

	<b>Discussion of Behavior</b>	<b>Teacher Detention</b>	<b>Office Detention</b>	<b>Multiple Office Detentions</b>	<b>Saturday/Suspension</b>	<b>Admin. Prerogative</b>
<b>Tardiness (class)</b>		✓	✓			
<b>Tardiness (school)</b>			4 <sup>th</sup> /Quarter		6 <sup>th</sup> +/ Quarter	Loss of parking privilege
<b>Class Cut(s)</b>		✓	✓	✓	✓	✓
<b>Truancy</b>						✓
<b>Leaving campus</b>					✓	
<b>Loitering in Halls/Off-limits</b>			✓			2 <sup>nd</sup> & Subsequent
<b>Disruptive Behavior/ Removal from class</b>				✓	✓	
<b>Profanity/ Obscene gestures</b>						✓
<b>Profanity directed @ Staff</b>					✓	
<b>Public display of affection</b>	✓					2 <sup>nd</sup> & subsequent
<b>Failure to comply</b>						✓
<b>Fighting*</b>					✓	
<b>Theft*</b>					✓	✓
<b>Vandalism*</b>						✓
<b>Dress code</b>	1 <sup>st</sup> Offense (and correct)					2 <sup>nd</sup> & subsequent
<b>Tobacco/ Drugs/Alcohol/ Weapons*</b>					✓	✓
<b>Bullying/ Hazing/ Harassment*</b>					✓	✓

## *Search/Seizure*

*Source: WSD Policy JIH*

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

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

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

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

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

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

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

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

## *Out-of-School Actions*

*Source: WSD Policy JICDD*

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

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

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in an activity that causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engage in activity, which directly impedes discipline at school or the general welfare of school activities.

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

*Printed Matter or Posters*

Posters or other printed matter having the intention to be displayed within Windham High School, must be approved by the school and district administration. It is the responsibility of the organization that posts material to remove it in a timely manner. All posters or other printed material must be hung so as to not damage the walls or other parts of the high school. Students, groups, or agents seeking authorization should allow for ample time so that proper review and authorization may be obtained.

*Bus Transportation*

*Source: WSD Policy JICC, EEA, EEAEC*

To ensure safety, students are required to obey the directions of the driver and to exhibit reasonable, quiet, and orderly conduct. Failure to follow reasonable safety rules for bus transportation will result in warning, detention and/or the temporary or permanent suspension of bus transportation depending on the circumstances. Students whose conduct on a school bus is potentially dangerous may be prohibited from the bus transportation by the principal or superintendent per New Hampshire RSA 189:9-A.

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

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

*Recording Devices On School Buses*

*Source: WSD Policy JICK, ECAF*

In an effort to ensure student safety and maintain discipline, the Windham School District may cause video recording devices (hereinafter "recording devices") on any or all buses used to provide transportation for District students. Use of video recordings (hereinafter "recordings") made on buses shall be governed by the procedures established below.

NOTICE: Signs indicating that all actions taking place in the interior of a bus may be recorded shall be in a conspicuous location on all buses. In addition, notification that recording devices may be in operation on buses shall be placed in student handbooks.

STORAGE/MAINTENANCE OF RECORDINGS: All recordings are the property of the Windham School District and shall be maintained in accordance with federal and state law and this policy. After a recording has been made the recording will be retained at the transportation office of the District's transportation carrier for a period of ten (10) school days. If no request by the District for a recording is made within ten (10) working days of recording, the recording shall be erased and reused. Recordings requested by an authorized District official (the superintendent, assistant superintendent, building principal, vice principal or the District's transportation

coordinator) will be provided to and be retained by the School District pursuant to this policy. Recordings provided to the District may be used in discipline of students and shall be retained by the District until the final resolution of any discipline, including the time for appeal. Recordings provided to the District not used for discipline will be erased and reused at the direction of the superintendent.

Right to Review Recordings: A request by an authorized district official to the District's transportation carrier for a recording may be made after an incident or concern is reported by a bus driver, transportation company representative, school administrator or a parent or guardian whose child rides the route in question. Once a request for a recording is received by the District, only an authorized school official or transportation company official may review the recording. A parent or guardian of any student subject to discipline may request and be granted by the Superintendent the right to review a recording if the recording is to be used in a disciplinary proceeding. Only those portions of a recording relevant to the incident or concern may be reviewed and only those portions relevant to a discipline matter may be used in a disciplinary proceeding.

Audio Recordings: No audio recordings of students will be permitted without the District first following the procedures for RSA 570-A:2.

Copies of Tapes: Tapes may not be copied without written authorization of the Superintendent.

### *Cafeteria*

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

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

Please be respectful of the cafeteria space and your peers. Students who cannot abide by such standards may have an alternative and supervised dining area arranged, or receive a disciplinary consequence, such as having to help clean the cafeteria after the assigned lunch block.

### *Mobile Devices*

*Source: WSD Policy JICJ*

Students may possess and carry mobile devices; however, these units must not disrupt class or the academic climate of the school. Parents are requested to refrain from calling or texting their students during the school day. If necessary, please contact your child during approved times for cell phone use. The Main Office is also available to deliver messages to students at opportune times during the school day (i.e., during passing times).

Classroom use of mobile devices is at the sole discretion of the classroom teacher. Students who violate these policies may face disciplinary actions, such as detention or temporary confiscation of the device(s).

### *Passes*

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

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

### *Public Displays of Affection (PDA)*

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

## *Elevator Usage*

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

## *Bullying*

*Source: WSD JICBB*

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

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

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

Bullying also includes actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Bullying may occur on, or be delivered to, school property or a school-sponsored activity or event on or off school property; or occur off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Any student who believes that he or she has been a victim of bullying is encouraged to immediately report the alleged act to a building administrator. If a student is more comfortable reporting the alleged act to a person other than a building administrator, the student may contact any school district employee. The principal or designee shall investigate alleged acts of bullying. The principal will take such disciplinary action deemed necessary and appropriate, including but not limited to detention, suspension, or referral to the superintendent to consider long-term suspension or expulsion in order to end bullying and prevent its recurrence. The School District shall follow its discipline policies when administering discipline.

## *Harassment*

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

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

## *Sexual Harassment*

Source: WSD Policy JBAA

It is the policy of the District to maintain a learning and working environment that is a free from sexual harassment and sexual violence. The District prohibits any form of harassment and sexual violence. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District. Bullying may constitute sexual harassment in which case it shall be subject to the School District's Policy JBAA.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence, which is a physical act of aggression, that includes a sexual act or sexual purpose.

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

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

## *Transgender and Non-Conforming Students*

Source: WSD Policy JBAB

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information themselves.

A student has the right to be addressed by a name or pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for



example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g. a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate schedule (e.g. using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

### *Dress Code*

*Source: WSDPolicy JICA-R*

The following regulations shall apply to all regular school activities. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes or activities. The Superintendent, Principal and/or their designee may establish other reasonable dress regulations for times when students are engaged in co-curricular or other school activities. All such requirements will be imposed with appropriate notice to students, parents and the building principal.

- All tops must have straps; all strap styles are allowed.
- Clothing may not be see-through or revealing; thin or see-through materials can only be worn in a non-see-through combination that covers the abdomen, back, chest and sides of the body.
- The waistband of the pants/shorts must be worn above the buttocks; shorts or hemlines must fully cover the buttocks.
- Footwear with soles must be worn.
- Sunglasses and hoods are prohibited in the classroom except in the case that permission has been granted. Head coverings are prohibited in the classroom.
- Clothing advertising or related to drugs, alcohol, tobacco usage or that creates a hostile education environment (as per RSA 193-f:2) are prohibited.
- Clothing or accessories that include profanity or sexual innuendo or that promote violence are prohibited.

Students who violate the dress code for the first time will be given a warning with a specific explanation of how their attire violates the dress code. If the attire is such an egregious infraction that it cannot be allowed, the student will be required to change or cover his/her clothing, which may involve parents bringing clothing from home. Subsequent violations may result in more significant consequences.

Revised 1-10-17, Adopted by the WSB on 1-10-17

## *Hazing*

Source: *WSD Policy JICFA*

Hazing is strictly prohibited at Windham High School, by both school policy and New Hampshire law. Violation of the student hazing policy may subject an individual or recognized team/organization to disciplinary action. In addition to serious school imposed consequences, students, teams, and organizations may be subject to criminal prosecution for violation of the New Hampshire anti-hazing law.

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

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

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

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

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

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

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

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

## *Fighting/Assault*

Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. Behaviors that violate this standard include, but are not limited to, incitement or instigation; physical abuse or uninvited personal physical contact, including sexual assault; threatening gestures, notes, comments, or electronic messages; fighting; extortion; and conduct which endangers oneself or others. Such behaviors are intolerable and incongruent with the WHS Mission Statement and substantially disrupt the learning environment. Students involved or associated with such behaviors will be subject to administrative action including, but not limited to, suspension, police intervention, and possible criminal and civil charges.

## *Threatening*

Any student who, in person or through the use of mail, telephone, internet, written note, posting or other instrument, willfully makes any threat or conveys false information, knowing the information to be false, concerning an attempt or alleged attempt being made, or to be made, to kill, injure, harass, malign or intimidate any individual while at school or school events or en route to school or school events while traveling on a school bus, or; unlawfully damage or destroy a building, vehicle, or other real or personal property owned, leased, or occupied by the school by means of a weapon, fire or explosive or other device or method shall be considered to

have threatened the safety of the school community and is therefore in violation. Said individual(s) shall be addressed by the Administration inclusive of a report to the Superintendent, who will decide if an expulsion hearing with the Board is warranted. Appropriate law enforcement agencies may also be notified.

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

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

### *Vandalism*

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

Textbooks are furnished free of charge for student use. Students are responsible for returning the textbook to the school in the same condition in which it was issued, less normal "wear and tear". Students who do not return books or materials, or who return books and materials that are damaged shall be required to pay for the cost of the books or materials. Students are expected to properly and safely lock all valuables in Windham High School, to include both personal and school property.

### *Insubordination*

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

### *Removal of a Student from Class*

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

### *Profanity*

The use of profane, obscene, or vulgar language, gestures, inferences, or innuendo is prohibited during school, at all school events, or on any of the school's property or buses. Profanity directed to a staff member will result in a suspension from school. Behavior that may not be profane or obscene, but is derogatory or disruptive in nature, is not permitted. Depending upon circumstances presented to a Teacher, Staff, or Administrator, administrative action to discourage repeat behavior will be assigned.

### *Theft*

In instances of theft, disciplinary action, restitution, and a conference with the student, parent/guardian, guidance counselor, and administration will be required and a referral to law enforcement will be likely. Windham High School and the District are not responsible for personal losses, such as thefts and damages in school, on school grounds, or during school-sponsored activities either on or off-campus. Students are strongly encouraged to secure and lock personal belonging and valuables. Whenever possible, such items of value should remain at the student's home.

### *False Fire Alarms*

Pulling a fire alarm without just cause is a serious violation of school rules. State law states: “Any person who knowingly gives or aids or abets in giving any false alarm of fire, by any means, is guilty of a misdemeanor. Should any bodily injury result from a false fire alarm, the perpetrators will be guilty of a Class B felony.” RSA 644:3-a. Students violating RSA 644:3-a will be suspended from school.

### *Incendiary Devices*

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

### *Trespassing*

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

### *Forgery*

Forgery is a serious offense and is contrary to our mission statement. Consequences for students who forge documents and/or signatures, including field trip permission slip forms, will include loss of privileges and/or other disciplinary action as determined by the administration.

### *Gambling*

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

### *Drugs and Alcohol*

*Source: WSD Policy JICH*

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

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

### *Tobacco*

*Source: WSD Policy JICG*

Possession of tobacco, including electronic cigarettes or vapes, or any other related product(s) by persons less than eighteen years of age is illegal. New Hampshire state law prohibits all persons from smoking on school property (RSA 155:66). Cigarettes, all tobacco products, cigarette lighters, or matches are not allowed in any part of the building, grounds, or school buses including before school, during school, after school, or at or during school-sponsored events and activities, either on-campus or off-campus.

### *Weapons*

*Source: WSD Policy JICI*

Dangerous weapons, such as but not limited to, firearms, knives, explosives, incendiaries, martial arts weapons (as defined in RSA 159:20), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are

not permitted on school property, on school vehicles, in private vehicles on school property, or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Weapons under control of law enforcement personnel are permitted.

Reports of look-alike weapons, toy weapons, or similar imitations of weapons can create as much disruption to the educational process and concern among the student body as actual weapons. Students are hereby notified that such items are strictly prohibited. Possession of such items shall be accorded the same sanctions as actual weapons. All Students will receive written notice of this policy at least once each year in the student handbook.

### *Leaving School Building or Grounds*

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

A student who leaves the school building or campus without permission of the administration is subject to search of their person, belongings, and/or vehicle. This serves the purpose of providing a safe learning environment. Students who are not able to comply with this issue of safety and liability may yield an administrative response of varying degrees as such scenarios may be both a non-compliance and a matter of unauthorized absence(s) from class.

## **Athletic Events—Attendance and Eligibility**

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The following athletic expectations are designed to:

- Reinforce the educational values of athletics
- Ensure athletic peak performance
- Help to develop a “team” concept
- Involve student/athlete self-discipline
- Develop student/athletes who are excellent representatives of our school, our community and their families

Student-athletes are to realize it is a privilege to represent the school in co-curricular activities and it follows logically that the school has the authority to revoke the privilege when the student does not conduct him/herself in a reasonable manner. Student athletes at Windham High School are expected to be model citizens of the school in class, on the field of play, or in the community. For a comprehensive description of all WHS athletic policies, the **Athlete/Parent Handbook** can be found on the WHS athletic webpage.

### *Registration*

In order to be eligible to participate in athletics at Windham High School, all student-athletes must register online at FamilyID.com (a link is provided on the WHS athletic webpage).

### *Scholastic Eligibility*

No student who has failed to pass four (4) units of work during the previous quarter shall represent the school in any interscholastic contest. A minimum of four (4) units per marking period is required for participation in interscholastic athletics. Incompletes are not to be considered passing grades for the purpose of eligibility. The fourth quarter grades reflect a student’s eligibility for the following fall sports season. This policy is in addition to eligibility policies per NHIAA By-law Article II, Section 2.

### *Sportsmanship / Behavior*

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

### *Attendance Requirements*

Students are expected to arrive at school on time and attend all scheduled classes. If a student incurs an unexcused absence from school, he/she may not participate in any athletic contest or practice during that day. For contest dates falling on non-school days the student is expected to attend all classes on the previous school day. Students who are tardy and unexcused and who arrive after attendance is taken will be considered absent from school and may not participate in the day’s contest or practice without permission from the principal or designee. Students who arrive tardy and are excused, but arrive after 11:00 am, will not be eligible to participate without the permission of the administration. Parents and students are expected to arrange appointments after school hours.

### *Detention*

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

### *Age of Athletes:*

In accordance with NHIAA By-Law Article II Section 1, a student who has reached the age of 19 on or before September 1 may not represent the school in any interscholastic athletic contest during the school year.

### *Transfer Rule*

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

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

### *Non-School Competition*

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

In accordance with NHIAA By-Law Article II Section 7A-C, any student athlete who violates the above rule for the first time shall be declared ineligible for the next four consecutive interscholastic events, or three weeks of a season, in which the student athlete is a participant, whichever is greater. This penalty is effective from the date of his or her last participation in a high school sport. Any student athlete who violates this rule a second or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.

### *Varsity Status and Letters*

Varsity status will be granted to a co-curricular activity or athletic team that:

- Is sponsored by Windham High School, with eligibility for student participation falling under guidelines established by WHS leadership.
- Competes regularly (at least two major competitions/events or minimum of 8-10 games per season) under the auspices of the NHIAA or a similar governing body.
- Involves regularly scheduled practices or meetings, which occur outside the regular school day, and multiple times per week during the "season" of the activity.
- Does not award academic credit to students for successful participation of the activity.
- Has shown a long-term commitment to viability through ongoing sustained membership (first year organizations would not be eligible for varsity status).
- Has established guidelines for the awarding of "letters" based on daily participation in team activities / practice sessions during the season, and the significance of the contribution of the team member during competitions.
- Requires student-participants to adhere to a set of behavioral guidelines during the school day, at practices and competitions, and in the community at large.

Varsity letters will be awarded to students who:

- Are enrolled at Windham High School, or are a homeschool student participating in the activity at WHS, or the equivalent as determined by the Principal.
- Are in grades 9-12, or the equivalent for students not enrolled at WHS.
- Meet the requirements established by coaches / advisors for daily participation, level of contribution, and adherence to behavioral guidelines.