

Windham High School

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

**Student Handbook
2009-2010**

WINDHAM HIGH SCHOOL
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This handbook belongs to

Name _____

Homeroom # _____

Advisor _____

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

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

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

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WINDHAM HIGH SCHOOL MISSION STATEMENT

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

EXPECTATIONS

Academic Expectations

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

Social Expectations

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

Civic Expectations

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

SCHOOL SONG

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

SCHOOL COLORS

MAROON, WHITE, and LIGHT BLUE

SCHOOL HOURS

School Day	Monday – Friday	7:25am-1:54pm
Main Office	Monday – Friday	7:00am - 3:00pm
Student Services Office	Monday	7:00am - 5:30pm
	Tuesday - Friday	7:00am - 3:00pm
Special Education Office	Monday - Friday	7:00am - 3:00pm
Library	Monday - Friday	7 :10am – 2 :20

Attendance

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

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

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

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

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

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

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

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

Tardies to class: Students are considered tardy if less than 20 minutes late to a class. At 3 tardies to a class, a teacher meets with student and may issue a detention, at 4 tardies to class teacher contacts parents and at 5+ tardies **(T5)** the student will be considered unexcused absent for every tardy for the rest of that quarter. These absences will be treated as a cut class, do count for lost credit and students **automatically have** to take finals. In addition students who accumulate more than 5 tardies may not be allowed to bring their vehicles to school for the rest of the semester. Tardies will start over at the start of each quarter.

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

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

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

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

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

NO SCHOOL ANNOUNCEMENTS

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

Windham Cable (Ch 7), Channel 6 (WCSH-TV), Channel 13 (WGME-TV), Channel 8 (ABC-TV) WPOR (101.9 FM), WGAN (560 AM) WGMX (93.1 FM) WYNZ (100.9 FM), check the district website, www.windham.k12.me.us, or call 892-1810 and there will be a recording if there is no school or a delay.

STUDENT CODE OF CONDUCT

(summary- for complete policy, see JICDA)

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

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

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

EXPECTATIONS FOR CONDUCT

Every student is expected to comply with school rules and the direction of staff, to observe proper standards of behavior and language, and to show respect for property, fellow students, and the school staff. Attendance at school is not a right, it is a privilege. Windham High School administration has several levels of disciplinary consequences for violations of school rules. These range from parent conferences to after school detention, in-school suspension, school service and out-of-school suspensions. In the most severe cases, there could be a referral to the Board of Education for expulsion from school. **Any student who accumulates 3 out-of-school suspensions will be referred to the Superintendent for a possible hearing with the Board of Education for expulsion. Administration reserves the right to adjust discipline procedures whenever necessary,** and to impose discipline based on circumstances on a case by case basis.

- Class cuts and Leaving Without Permission - 1-3 offenses Late Night detention, more than 3 offenses may result in In-School Suspensions. Students who leave school grounds without permission and return are subject to search.
- Truancy - (absence from school without parent permission) In-School Suspension.
- Insubordination, swearing or inappropriate language will result in, depending on the frequency and severity of the infraction, after school detentions, In-School suspensions or Out-of-School suspensions.
- Failure to stay for an After School Detention - 1st offense will result in a 2nd detention. 2nd offense and thereafter will result in Late Night detention. Failure to stay for a Late Night detention will result in an in-school suspension and another Late Night detention.
- Failure to report or complete In-School Suspension - Student will be suspended until next In-School day, when they must come back and complete the day of In-School.
- Fighting - out of school suspension for 10 days. Students engaged in fighting may be referred to Student Services upon return to school and/or arrested by the school resource officer for disorderly conduct.

DETENTION

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

SUSPENSIONS

(summary-for complete policy see Policy JKD)

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

QUESTIONING/SEARCH OF STUDENTS

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

Lockers, desks, and other school storage facilities (including parking lots) are school property, and remain under the control, custody and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent, including the use of canine patrols. School officials may also search students' wallets, purses, backpacks, pockets,

automobiles, and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law, School Board policies, and/or school rules. This includes submission to a breathalyzer. Evidence may be forwarded to law enforcement as deemed appropriate by school officials, even if the search was initiated for school purposes.

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

TOBACCO USE AND POSSESSION

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

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

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

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

DRUGS AND ALCOHOL

(summary- for complete policy see JFCI)

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

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

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

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

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

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

HARASSMENT, SEXUAL HARASSMENT, HAZING & BULLYING OF STUDENTS

(For Full Description of Policy, please refer to policy JICK)

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

Application of Policy

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

A. Harassment & Sexual Harassment

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases. Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education.

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

C. Bullying Defined : *For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:*

A. *A reasonable person should expect will have the effect of:*

- 1. Physically harming a student or damaging a student's property;*
- 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or*
- 3. Substantially disrupting the instructional program or the orderly operations of the school; or*

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

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

Reporting Harassment, Hazing or Bullying: *Students who feel they have been a victim of harassment should report such occurrences to the principal, assistant principal, School Resource Officer, guidance counselor, or other staff member. A formal complaint form will be filled out and an investigation conducted.*

Consequences *for harassing, bullying or hazing behavior may include disciplinary and/or legal action, and subsequent harassing, bullying or hazing behavior may result in a hearing before the school board.*

WEAPONS, VIOLENCE and SCHOOL SAFETY

(summary- for complete policy see JICIA)

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

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

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

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

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

BOMB THREATS

(summary- for complete policy see EBCC)

Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority.

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

VANDALISM

(summary- for complete policy see ECAB)

Students who engage in vandalism or misuse of school property may be suspended for up to 10 days and will have to pay any cost incurred by the district to correct the damage.

Students who tamper with the alarm system or fire extinguishers can face legal prosecution and disciplinary action.

LOITERING/HALL PASSES

Students should not be loitering in the halls or main lobby, or blocking the corridors. Students are to have a pass in their planners if they are somewhere other than where they are designated to be. Detentions may be issued for no pass in a planner or for loitering.

PLANNERS

Each student is issued a planner with hall pass pages at the beginning of the year. Students are expected to keep these planners, and they are required to sign out of a class or study hall. Students who lose their planner may purchase another one in the main office for \$5. Students will not be permitted to leave a class or study hall without a signed pass in her or her own planner. Use of another person's planner or leaving without a signed planner may result in disciplinary action.

FIRE DRILL AND EMERGENCY PROCEDURES

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

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection, other than hand holding, are not appropriate for a school setting and are subject to disciplinary action.

RADIOS/BEEPERS/LASER POINTERS/CELL PHONES

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

DRESS CODE

(summary- for complete policy see JICA)

In accordance with Windham School Department policy, the wearing of clothing that has graphic illustrations or printed statements that are of a suggestive nature, or which in the opinion of the school administration disrupts the educational mission of the school or substantially interferes with the rights of others, shall be prohibited during the school day or at school functions. This includes clothing that has tobacco, alcohol or drug messages or advertising, racial or ethnic slurs, or messages of a sexual nature.

Sexually suggestive clothing is inappropriate and cannot be worn in school. This includes short skirts or shorts, cut off shirts that show a bare midriff, sports bras, spaghetti straps, low cut shirts and any clothing that reveals undergarments. Hats are not permitted to be worn at any time in any school in the Windham School District except for medical or religious purposes. The hat rule will apply to all persons.

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

LOCKERS

Each student is assigned a locker for books and personal belongings. Lockers should be kept locked at all times and should not be shared with any other person. In addition, students taking physical education classes should lock their possessions in their lockers in the locker room. Since lockers are school property, the Administration reserves the right to inspect them at any time. Please use your lockers and do not rig your lockers so they can be opened without the combination; students lose items that are left out in the open unattended or unlocked. Thefts from “rigged” lockers may not be investigated, and disciplinary action may be taken for continued violations of this expectation.

STUDY HALLS

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

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

BACKPACKS

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

AUTOMOBILE PROCEDURES

Students wishing to park in the designated student parking area may do so upon filling out a Driver Registration Form, which requires acceptance of vehicle use rules and both student and parent signatures. All vehicles must be registered in the Main Office and an official 2009-2010 WHS hang-up tag must be hung on the rear view mirror. There is a \$5 fee for a parking hang-up tag. All cars must have a permit to park on school property and are subject to tickets and/or towing if they are in violation.

Vocational students are not permitted to drive to or from the vocational centers. Students who violate Vehicle Use Rules may be subject to the following: fines, loss of driving privileges, towing of vehicle and other school disciplinary actions.

BUS PROCEDURES

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

ADVERTISING IN THE SCHOOL

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

GRADUATION REQUIREMENTS

The graduation requirements for the Windham High School Class of 2010-2013

English	4 credits
U.S. History	1 credit
Civics	½ credit
World Geography	½ credit
World History	1 credit
Mathematics	3 credits
Science	3 credits

Physical Education	1 credit
Health	1 credit
Fine Arts	1 credit

Computer proficiency – students must demonstrate computer proficiency.

Partial credit will not be awarded for partially completed subjects. Credit will be awarded for successful completion of classes.

Community Service	Class of 2010	20 hours
	Class of 2011	30 hours
	Class of 2012 and beyond	40 hours

All classes will be required to have 24 credits for graduation. Students need to earn 5 credits at the end of Grade 9, 11 credits at the end of Grade 10 and 17 credits by the end of Grade 11 in order to be promoted from one grade to another.

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

RANK CARDS AND GRADING SYSTEM

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

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

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

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

Summer School

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

JUNIOR AND SENIOR PRIVILEGES

All Seniors (students with Grade 12 status) will be granted privileges, and therefore open campus. Privileges for juniors are based on previous quarter grades and are determined each quarter. Juniors who earn an 80 average in their classes, have not failed any of their individual courses, and are in good disciplinary standing are eligible for Junior Privileges. Junior Privileges allow students late arrival to school or early dismissal from school if they have a study hall at the beginning or end of the day. Juniors who earn a 93 average with no failing grades or an 85 average, no failing grades and perfect attendance are granted Eagle Pride Privileges, which allows for an open campus during study halls. Juniors must have parent permission for both junior Privileges and Eagle Pride Privileges. Junior and Senior Privileges can be revoked at any time by Administration. The School Board will review this privilege each year.

TELEPHONE USE AND MESSAGES

Students are not allowed to leave class or a study hall to take phone calls except in an emergency situation. The Main Office cannot deliver messages except important ones from parents. Students may use the pay phones during lunch and after school. The office phone is a business phone and may only be used by students in case of emergency. Cell phones are not permitted during the day except during the student's lunch.

ATHLETIC PROGRAMS

Fall: Boys Soccer - Freshman, JV and Varsity, Girls Soccer - Freshman, JV and Varsity, Boys and Girls Golf, Boys and Girls Cross country, Field Hockey – Freshmen, JV and Varsity, Football – Freshmen, JV and Varsity, Cheerleading

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

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

ATHLETIC ELIGIBILITY

Windham School Department requires all students to pass all classes. A student who fails one class will go on probation for three weeks. The student may practice with his/her team during the probation period, but may not participate in any competitions. At the end of the three weeks, the student must be passing all classes. If the student is failing any classes at this time, he/she becomes ineligible.

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

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

STUDENT ACTIVITIES/ATHLETICS

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

Civil Rights Team

Latin National Honor Society

Geeks Templar

Musical

Athletic Intramurals

Math Team

Class Council

National Honor Society

Theatre Club

Outing Club

Gay/Straight Alliance

Student Outreach

Exemplar - literary magazine

Science Olympiad

Film Club

Spanish National Honor Soc.

French National Honor Society

Student Council

Interact

Varsity Club

Key Club

Windonian yearbook

One Act Play

NON DISCRIMINATION, STUDENT RECORDS, FERPA

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

VISITORS

(Summary-for complete policy see Policy KI)

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

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

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

All visitors who violate the policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises. The building administrator/designee has the

authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. The building administrator/designee may request the assistance of law enforcement if necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

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

THE LIBRARY

The library serves as a learning center for students wishing to research, select reading materials and to engage in quiet reading. The library strives to provide instruction and service to students and staff in the use of library materials to enable them to become capable library users and lifelong learners. To remain in the library a student must be productively completing work or quietly reading.

Students may sign out circulating material for two weeks; students will be fined 2 cents a day for all overdue items. Food and beverages are not allowed in the library.

Noncompliance with guidelines will result in loss of library and/or computer privileges.

STUDENT SERVICES

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

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

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

HELPFUL/EMERGENCY NUMBERS

Al-Anon	1-800-498-1844
Alcoholics Anonymous	774-4335
Center for Grieving Children	779-1112
Child and Family Services (DHS)	822-1000
Community Counseling Center	874-1030
Cumberland County Crisis Response	1-800-870-9998
Ingraham Volunteers (24 Hour Suicide Hotline)	774-HELP
Planned Parenthood (confidential pregnancy testing)	874-1095
Poison Control Center	1-800-442-6305
Rape Crisis Hotline	1-800-822-5999
Sexually Transmitted Disease Clinic	874-8300 ext. 8446

HEALTH SERVICES

(Summary, for complete policy see JLCB).

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

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

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

MEDICATIONS & MEDICATIONS ON FIELD TRIPS (summaries-for complete policy see JLCD and JLCDA)

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

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

Vision screening is conducted for all 9th graders. Scoliosis and hearing screenings are done upon request at any grade level. A physical exam completed by a health care provider is required every three years. Students are required to submit such physicals to the health office prior to participating in extracurricular sports teams **NO MEDICATION OF ANY KIND MAY BE KEPT IN A STUDENT'S LOCKER UNDER ANY CIRCUMSTANCES.** The Board has adopted a policy concerning the administration of medications on field trips. Please contact your child's teacher or the school nurse if you have questions about the policy.

SPECIAL EDUCATION SERVICES

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

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

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

SCHOOL RESOURCE OFFICER

Officer Jeff Smith of the Windham Police Department is here Monday thru Friday, 7:30-3:00. His office is located by the school store. Officer Smith is available to students and their families to provide education and assistance with law related issues, and will be supporting teachers and administrators with maintaining a safe educational setting.

CRISIS RESPONSE POLICY

(Summary - for complete policy see Policy EBCA) It is the policy of the Windham School Department that each individual school shall, in accordance with administrative guidelines

to be developed by the Superintendent, prepare and have in place a crisis response plan. The crisis response plan shall be in writing, and available at all times in the Principal's office.

COMPUTER ACCEPTABLE USE POLICY

(summary- for complete policy see IJNDB)

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

The Windham network allows users access to a wide range of information sources both local and worldwide. Students will have access to school, college, and university libraries, information from a variety of sources, software of all types, discussion groups on a wide variety of topics, and much more. This use is a privilege, not a right. Students may lose this privilege and be subject to further disciplinary/legal action for inappropriate use. Before being allowed access to school computers all students must read and accept the acceptable use policy each time the student logs into a computer.

ACADEMIC INTEGRITY STANDARD

Windham High School recognizes that academic integrity (honesty) is absolutely vital to the purpose of all schools. All students are encouraged and expected to model academic integrity. Failure to do so jeopardizes the core and foundation of sound educational practice. Therefore, students who choose not to practice academic integrity are not only harming themselves, but are also jeopardizing the educational mission of our high school. The Windham High School community understands that guidelines surrounding student work must be followed in order to ensure an environment that cultivates academic integrity. Academic Integrity is defined as the practice of performing your work and assignments within the guidelines set down by teachers. It includes never representing someone else's work as your own.

Examples of Academic Dishonesty would include: (but are not limited to)

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

CONSEQUENCES FOR ACADEMIC INTEGRITY

FIRST OFFENSE

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

SECOND OFFENSE

- Same as first offense, excluding Late Night Detention.

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

THIRD OFFENSE

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

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

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

SCHEDULE CHANGE/COURSE REGISTRATION PROCESS

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

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

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

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

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

Dance Regulations

- All WHS dances are open to all WHS students unless specifically noted.
- Other **high school** students must appear on the Guest List and are subject to administrative approval.
- Other **high school** students must have a signed permission/student in good standing form signed and returned to the main office prior to the dance.
- Backpacks, bags, etc. are to be placed in a restricted area and are subject to search. Students may only access their bags when leaving.
- All students are to remain in designated areas. Students cannot leave and return.
- Please observe all school guidelines regarding appropriate behaviors.
- Dress code will be enforced.

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

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

P	R	I	D	E
Perseverance	Respect	Integrity	Discipline	Excellence
Holding to a course of action despite obstacles	To show consideration, appreciation, and acceptance	Adherence to an agreed upon code of behavior	Managing ones self to achieve goals and meet expectations	Being the finest or highest quality
Stay positive Set goals Learn from mistakes	Respect yourself Respect others Demonstrate appropriate dress, language & behavior	Be responsible Do your own work Be trustworthy & trust other	Strive for consistency Attend class daily Be on time Meet deadlines Do your work	Do your personal best Exceed expectations Inspire excellence in others