



STUDENT/PARENT HANDBOOK

2020-2021

WINDHAM CENTER SCHOOL

**2 Lowell Road
Windham, NH 03087
(603) 845-1554**

Visit us at: www.windhamsd.org
<https://www.facebook.com/WindhamCenterSchool>
<http://www.twitter.com/CenterWindham>

**Student Safety Line to Report Student Absences:
Email or Text Message to:**

**(603) 845-1554 Option 1
wcsattendance@windhamsd.org**

Approved May 19, 2020

Vision

Windham Center School will foster a collaborative mindset that encourages empathy, equity, and inclusion to influence the teaching and learning of all students.

Mission

Windham Center School will provide a world-class educational experience that includes a culture of academic excellence supported by the following tenets:

- *Love for learning*
- *Respectful relationships*
- *Grit*
- *Equity*
- *Diversity*
- *Global citizenship*

TABLE OF CONTENTS

<p>I. Introduction School Information Faculty and Staff</p> <p>II. Academics Curriculum Reporting Parent Teacher Conferences Grading System Homework Grade Scales Progress Reports/Report Cards Promotion/Retention Standardized Assessments Classroom Placement Acceptable Use of Technology</p> <p>III. Student Services Special Services Programs Child Find Occupational Therapy Speech Guidance & Counseling Response to Intervention (RtI) English for Speakers of Other Languages (ESOL)</p> <p>IV. Student Conduct Positive Behavior Development Program (PBDC) Building Responsibilities/Expectations Bullying Transgender and Non-Conforming Students Student Computer and Internet Use</p> <p>V. Safety/Emergency Information and Communications Messenger Family Educational Rights and Privacy Act (FERPA) Student Searches Visitors to the School</p> <p>VI. Schedules/Attendance Daily Schedule Early Release/Delayed Opening Schedules Recess School District Calendar Attendance and Absences</p>	<p>VI. Transportation Bus Routes Video and Audio on School Buses School Bus Rules Dismissal Procedures</p> <p>VII. Health Office/Nutrition Services Physical Examination of Students Student Illnesses Concussions and Head Injuries Immunizations School Insurance Feminine Hygiene Products Administering Medication Student Clothing/Dress Code Wellness Food Allergies Nutrition Services – Student Lunches Healthy Foods Meal Charging</p> <p>VIII. Extracurricular/Special Events Class Celebrations Student Birthdays Field Trips After school Activities Student Fund-Raising Activities</p> <p>IX. Student Registration/Enrollment Registration Transfers Admission of Homeless Students Admission of Non-Resident Students InfoSnap – Registration Verification System</p> <p>X. Miscellaneous Tutoring for Pay Lost and Found Trading cards/Valuable Items Animals on Campus School District Policies Forms Community Involvement Windham PTA Volunteers</p> <p>XI. Index</p>
--	--

Note : All Windham School District policies can be found on the Windham School District website at: http://www.windhamsd.org/school_board/board_policy

INTRODUCTION

The Windham Center School Handbook for students and parents is designed to introduce you to our school policies, procedures, programs, and activities. In keeping with the philosophy of the school, we wish to take this opportunity to establish expectations and solidify the paths of communication. The Windham Center School administration and faculty work in collaboration with parents as we continue to strive for excellence in education for the children of Windham.

WINDHAM CENTER SCHOOL ADMINISTRATIVE STAFF

Windham Center School has a faculty and staff of dedicated professionals who are committed to providing excellence in education for the children of Windham. The following is a list of administrative, instructional, special service, and support personnel.

Principal - Dr. Rory O'Connor

Assistant Principal - Kim Freccero

Director of Special Education - Dr. Mary Ellen Pantazis

CURRICULUM DIRECTORS

Director of Mathematics- Cathy Croteau

Director of English Language Arts- Dr. Wendy Jack

Director of Science and Engineering- Michael Koski

Director of Social Studies and World Languages- Shannan McKenna

Director of Fine Arts- Susan Veilleux

Director of Student Assessment- Dr. Erin Hagerty

For a complete staff directory, please visit our school website.

SAU #95 ADMINISTRATIVE STAFF

Superintendent of Schools	Richard Langlois
Assistant Superintendent of Schools	Dr. Kori Alice Becht
Director of Business, Finance and Operations	Bill Hickey
Executive Director of Special Services	Ken Duesing
Manager of Facilities and Grounds	Roger Preston
Executive Director of Technology	Dr. Harry Bennett
Manager of Human Resources	Kate Hennigar

ADMINISTRATIVE INFORMATION

WEBSITE: <http://www.windhamsd.org>

MAILING ADDRESSES & TELEPHONE NUMBERS:

♦ **Golden Brook School (Grades Pre-K - 4)**

112b Lowell Road
Windham, NH 03087 (603) 845-1552

♦ **Windham Center School (Grades 5 - 6)**

2 Lowell Road
Windham, NH 03087 (603) 845-1554

♦ **Windham Middle School (Grades 7 - 8)**

112a Lowell Road
Windham, NH 03087 (603) 845-1556

♦ **Windham High School (Grades 9 - 12)**

64 London Bridge Road
Windham, NH 03087 (603) 845-1558

♦ **Superintendent's Office – SAU #95**

P.O. Box 510, 19 Haverhill Road
Windham, NH 03087 (603) 845-1550

SCHOOL HOURS:

Golden Brook School	8:40 a.m. - 2:50 p.m.
Windham Center School	7:40 a.m. – 2:20 p.m.
Windham Middle School	7:40 a.m. – 2:20 p.m.
Windham High School	7:52 a.m. – 2:17 p.m.

- * Center School MORNING BELL RINGS AT **7:40 A.M.** Considered tardy @ **7:41 A.M.**
- * Car Arrival ends promptly at **7:30 A.M.** when the back-driveway gate will be closed. After this time, please report to the main entrance for student drop-off. WCS Staff will be present at the front driveway until **7:35 A.M.** After this time, please walk students to the WCS Main Office.
- * WCS students are considered DISMISSED if they leave school BEFORE **2:10 P.M.**
- * TWO-HOUR DELAYED OPENING — **9:40 A.M.– 2:20 P.M.** WCS students are considered TARDY AT **9:41 A.M.** Student drop-off begins at **9:15 A.M.**

CURRICULUM

FIFTH GRADE*** English Language Arts**

English Language Arts (ELA) is comprised of four areas: reading, writing, language, and speaking & listening. Within these four areas there are many categories. When all brought together, these standards encompass student literacy.

In Fifth Grade, these are the skills and understandings we focus on in each area:

Reading

- Read fiction and nonfiction texts closely to find main ideas and details in text, refer to them when talking or writing about the text.
- Identify and critique author's point of view and look critically at information and evidence and its source.
- Integrate information read in many formats (textbooks, literature, magazines, internet) to answer questions and form opinions.

Writing:

- Write summaries that include details and facts based on text that has been read independently.
- Write extended opinion, informational, and narrative pieces with details and proper grammar, spelling and punctuation over time and several paragraphs in length.
- Use a computer to produce writing pieces.

Language:

- Use vocabulary specific to content areas such as "photosynthesis" and "equation".
- Produce complex sentences in order to express meaning or entertain the reader.

Speaking & Listening:

- Paraphrase information and analyze a speaker's evidence during discussions.
- Actively participate in classroom discussions by being prepared and thoughtful about the topic being covered.
- Retell information or ideas learned from media and books through formal presentations, using multimedia to support the presentation.

*** Mathematics**

In Grade 5, instructional time will focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication and division of fractions; (2) integrating decimal fractions into the place value system and developing understanding of operations with decimals to hundredths; and (3) developing understanding of volume. Additional time will be spent on the following skills and understandings:

- Write and interpret numerical expressions.
- Convert like measurement units within a given measurement system (e.g. 32 ounces = 2 pounds, 16 ounces = 2 cups).
- Represent and interpret data line plots.
- Understand concepts of volume and relate volume to multiplication and to addition.
- Graph points on the coordinate plane to solve real-world and mathematical problems.
- Classify two-dimensional figures into categories based on their properties.

*** Science**

Science is divided into three primary areas; life, Earth & space, and physical. In Grade 5 the areas are studied through the following units of study:

- Weather
- Matter and Electricity
- Astronomy
- Ecology

Through these units, students will gain content knowledge as well as an understanding of the concepts, skills, and processes that include the following:

- Earth's atmosphere and the processes that create local and regional weather, and weather tools.
- Local and regional weather conditions and the prediction of weather related events through the use of weather tools.
- Earth's meteorological processes and their impact on our everyday lives.
- History of space exploration.
- Earth, Moon, Sun relationships, what causes day and night, the seasons of the year, shadows, and tides.
- Constellations and the use of astronomy tools.
- Atoms, elements and the Periodic Table and basic energy conversions.
- The importance of ecology.

*** Social Studies**

Social Studies is divided into four strands that include civics and government, economics, geography, and history. In Fifth Grade these strands are studied through the following units of study:

- US History: Colonization to Independence
- Native People of North & South America
- Map Skills

Through these units students will gain content knowledge as well as an understanding of concepts, skills, and processes such as:

- Compare and contrast the three distinct English colonies that developed in North America.
- Realize how lifestyle differences led to the American Revolution and the eventual formation of an independent nation, the United States of America.
- Examine the growth of the United States as more and more Americans moved westward.
- Study the events that took place in America during the Reconstruction Period, settlement of the Great Plains, and the Industrial Revolution.
- Demonstrate an understanding of the nation's geography through regional and individual state study.
- Utilize map and globe skills to locate major oceans, continents, states, and their capitals.
- Demonstrate an understanding of the Economy of the United States.

SIXTH GRADE

*** English Language Arts**

English Language Arts (ELA) comprises four areas; reading, writing, language, and speaking & listening. Within these four areas there are many categories, which when all brought together encompass student literacy.

In Sixth Grade, these are the skills and understandings we focus on in each area:

Reading:

- Read longer and more challenging texts with an eye toward analyzing how the chapters, scenes, or stanzas work together to tell a story. In non-fiction, we work to increase understanding of the content.
- Identify and judge an author's point of view and evidence, look critically at information and its source.

Writing:

- Write extended opinion, informational, and narrative pieces with details and proper grammar, spelling and punctuation.
 - Complete research projects that include several sources and a tightly focused question.
- Use technology to produce writing pieces: and presentations.

Language:

- Use words specific to content areas such as "photosynthesis" and "equation."
 - Rely on context and background knowledge to determine the meaning of unknown words.
- Produce complex sentences in order to express meaning or entertain the reader.

Speaking and Listening:

- Paraphrase information and analyze a speaker's evidence during discussions.
 - Actively participate in classroom discussions by being prepared and thoughtful about the topic being covered.
 - Present claims, opinions, and information learned from media and books through formal presentations, using multi-media to support the presentation.

*** Mathematics**

Students expand their mathematics vocabulary as well as their problem solving strategies. They also practice the art of mathematical communication, both orally and in writing. Mastery topics in 6th Grade Math include: ratio and proportional reasoning; fraction and decimal operations; an extension of the number system to include rational numbers; and an introduction to statistical thinking.

*** Science**

Science is divided into three primary areas; life, earth & space, and physical. In Grade 6 the primary area of study is Earth Science.

Earth's Place in the Universe. In this area, students will be able to:

- Develop and use a model of the Earth, sun, moon system to describe cyclic patterns
- Develop and use a model to describe the role of gravity within galaxies and the solar system.
- Analyze and interpret data
- Construct a scientific explanation based on evidence from rock strata.

Earth's Systems. In this area, students will be able to:

- Develop a model to describe the cycling of Earth's materials and the flow of energy
- Construct an explanation based on evidence for how geoscience processes have changed Earth's surface
- Analyze and interpret data
- Develop a model to describe the cycling of water through Earth's systems.
- Collect data to provide evidence for how the motions and complex interactions of air masses results in changes in weather
- Develop and use a model to describe how unequal heating and rotation of the Earth cause patterns of atmospheric and oceanic circulation.

Earth and Human Activity. In this area, students will be able to:

- Construct a scientific explanation based on evidence of the uneven distributions of Earth's mineral, energy, and groundwater
- Analyze and interpret data on natural hazards
- Apply scientific principles to design a method for monitoring and minimizing a human impact on the environment.
- Construct an argument supported by evidence
- Ask questions to clarify evidence of the factors that have caused the rise in global temperatures.

*** Social Studies**

Social Studies is divided into four strands; civics and government, economics, geography, and history. In Sixth Grade, these strands are studied through World Geography.

Through studying various locations around the world students will gain content knowledge as well as an understanding of concepts, skills, and processes such as:

- Location refers both to absolute location indicated by longitude and latitude and to relative location, indicated by direction, distance, or travel time.
- The concept of place refers to the physical and man-made characteristics of a place such as a town or city.
- Human Environment Interaction encompasses the many ways in which people have adapted to their surroundings or altered them for economic reasons.
- The movement of people, goods, and ideas within an environment is ever changing and fluid.
- Region refers to ways of categorizing areas of the earth, such as by climate, religion, language and/ or ethnicity.

UNIFIED ARTS CURRICULUM

The Windham Center School curriculum for fifth and sixth grades is supported by our Unified Arts Team of teachers in Art, Music, Physical Education, and Library. Our students meet weekly with our UA teachers to enhance their educational experience.

ART — 1 Class Period per week

The emphasis of hands-on experience is supported with academic and historic art information. Students have Art once a week for a period of 45 minutes. Our art teacher works closely with the classroom teacher to create multi-dimensional units encompassing several subjects, classes and/or grades. Art skills are used to support learning in other subjects.

MUSIC — 1 Class Period per week

The music program helps students develop a repertoire of rhymes and songs. All students are encouraged to play rhythm instruments during classroom time. Working within the total curriculum, music activities incorporate and reinforce technology, language, math, and physical coordination.

BAND — 1 Class Period per week

The band program at Windham Center School introduces students to a variety of instruments as well as reading music and rhythm, as well as becoming familiar with playing their instrument of choice.

PHYSICAL EDUCATION — 1 or 2 Class Periods per week (Based on Band enrollment)

Our Physical Education staff believes in a building-block approach to educating children in the area of movement, games, lifetime fitness activities, sportsmanship, and fun. Students develop socialization skills while learning how their bodies move and play. They are encouraged to use a variety of thinking skills, learning styles, and experimental ways to learn about exercise and games.

No child shall be excused from regular physical education except on the written notice of a duly licensed physician or on the written request of the parents, in which case an alternative program shall be provided. Temporary excuses on a day-to-day basis may be granted by the teacher upon the request of the parents.

[WSB Policy IHAE](#)

DIGITAL LITERACY – 1 Class Period per week

Grade 5

Fifth grade students will participate in the Common Sense Media Curriculum designed to prepare them to take ownership of their digital lives. Topics included in these lessons are: digital footprint, media balance cyberbullying, online privacy, communication and news, and media literacy.

During the second trimester, students will learn about the Google Apps for Education Building upon their knowledge, the student will dig deeper into these applications by learning how these skills can be applied to other subject areas.

In the third trimester, students will begin the Computer Science Fundamentals course offered by code.org. This course will teach students computational thinking, problem solving and programming concepts.

Grade 6

Sixth grade students will start the year with the 6th grade curriculum offered by Common Sense Media. These lesson will empower students to think critically, behave safely, and participate responsibly in our digital world.

During the second trimester, students will revisit the Google Apps for Education. Participating in lessons will enhance their ability to apply these skills to other subject areas.

In the third trimester, students will begin the code.org program called CS Discoveries. Computer Science Discoveries is an introductory course that empowers students to engage with computer science as a medium for creativity, communication and problem solving.

WORLD LANGUAGE- SPANISH – 1 Class Period per week

All 5th and 6th grade students will attend Spanish class once per week. Early conversational skills and vocabulary will be covered during the two-year span.

HEALTH – 1 Class Period per week (GRADE 6 ONLY)

All 6th grade students will attend Health class once per week. The goal of this class is for students to acquire an understanding and appreciation of how the students' personal choices and behaviors will affect their overall health for a lifetime as well as to develop skills for healthful living. The 6th grade will cover the following topics: Nutrition, Tobacco Use, Mental Health, and Injury Prevention.

MEDIA CENTER/LIBRARY

All students will attend Media/Library classes. The Media Center is staffed by a Media Specialist. Students are encouraged to use its resources often. All students in the Windham School District have access to the Media Center/Library at their school. Checkout amounts and time limits are as follows:

- Grades 5 and 6: Three books or magazines for two weeks

Overdue fines are not charged in the Windham School District. If a student has a book and/or a magazine that is more than four weeks overdue, a notice will be sent home to the parents/guardians informing them of the title of the outstanding material. It is hoped that the parents/guardians will then help the child locate the book so it can be returned. In the beginning of June, parents/guardians will receive a bill for any outstanding materials, at which time payment must be made. If a book has been damaged beyond use, payment is expected immediately. Any materials that are located after being paid for in June are eligible for a refund if they are returned before October 1 of the school year following the loss. Generally, students will use the library for reference, research, selecting books for reading, using periodicals and for using the computers. All books and materials must be signed out and returned when they are due so others may use them.

Please refer to Windham School District Policy, Student Use of Library Materials, [IJJ-L-R](#).

LOST BOOKS

Textbooks issued to each student are his or her direct responsibility. If a student does not turn in the book assigned, that student will be charged a replacement cost. If books are returned damaged, full or partial payment may be assessed depending upon the condition of the book. All textbooks are to be covered the entire school year.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held in November and April. Conferences are an opportunity for you to speak directly to your child's classroom teacher. The classroom teacher will review your child's progress in the various academic areas and Characteristics of a Successful Learner.

Note: No babysitting services are provided during the conferences. **Please do not** bring children to conferences as this is an opportunity for you and the classroom teacher to discuss your child's progress. Children are not permitted to be in the Book Fair during conferences unless supervised by a parent/guardian.

GRADING SYSTEM

The superintendent and the building principals, in consultation with appropriate staff, will develop a grading system appropriate for the grade levels of the respective schools. The grading system will be approved by the School Board and published in the Student Handbooks.

[WSD Policy IKA](#)

Windham Center School utilizes a Standards Aligned Grading System. Students receive letter grades in reporting standard categories of each class based on the learning standards for that class. They also receive an overall grade for the course as the average of the reporting standards as well as 5% to 10% based on homework.

The Reporting Standard Category grades are comprised of the average of the appropriate learning standards.

During the trimester, there are multiple opportunities for students to show their knowledge in each learning standard. The points earned for the last 3 assignments in each learning standard are averaged for a learning standard grade. The number of possible points for each standard will be dependent on the course.

HOMEWORK

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 from each school shall meet regularly to ensure proper vertical/horizontal alignment for both the weighting of assignments and amount of homework given. Students shall not be expected to complete long-term assignments over a scheduled holiday break. However, a typical night of homework may be assigned over a scheduled school vacation or holiday.

[WSB Policy IKB](#)

All homework assignments will be aligned with standards. Homework may be used as an assessment of learning standards. Homework, that is skills practice, is also an important part of developing an understanding of the course material. Practice assignments support a student's ability to be successful. These homework assignments will be included as 5% to 10% of a student's overall grade.

GRADE SCALES

Grade Scale (for core classes at WCS):

A+ 97%-100%	A 93%-96%	A- 90%-92%
B+ 87%-89%	B 83%-86%	B- 80%-82%
C+ 77%-79%	C 73%-76%	C- 70%-72%
D+ 67%-69%	D 63%-66%	D- 60%-62%
F <60%		

Grade Scale for Unified Arts classes at WCS:

Unified Arts classes at WCS meet one day per week. Grades for these classes will use the following scale:

Meets Expectations (M), Exceeds Expectations (E), Expectations not Met (N)

PROGRESS REPORTS / REPORT CARDS

Progress Reports:

Progress Reports will be given midway through each Trimester. At other times, parents can look at PowerSchool to check a student's progress. Teachers will also email parents, throughout the trimester, if concerns arise.

Report Cards:

Report cards will be given 3 times per year.

Remediation:

There are multiple opportunities for students to show their mastery of learning standards. It is the expectation of both the students and the teachers that remediation will occur on a regular basis as needed.

Incompletes:

When a graded assignment is not submitted or an assessment is not completed, a grade of Incomplete (I) will be entered until the student has completed the missing assignment/assessment.

Honor Roll Criteria: All A's and B's.

High Honor Roll Criteria: All A's.

PROMOTION/RETENTION OF STUDENTS (K-8)

The Windham School District is dedicated to continuous development of each student enrolled. Students are typically placed at the grade level suited to them academically, socially, and emotionally.

In general, most children mature and acquire the basic skills of learning in a manner that equates a school year to a grade. Children with unusual ability and work habits are provided the opportunity, where possible, of mastering skills according to their ability through an alternative program.

In instances where a child has not shown sufficient maturity, social and/or emotional growth, and has failed to acquire sufficient mastery of basic skills, it may be best for the child to repeat the grade. This decision is made only after:

1. Careful consideration of the child's chronological age, academic growth and potential in all areas of school work, cognitive development, social adjustment, physical wellbeing, emotional stability, and school attendance;
2. Careful study of assessments and/or test results and research of grade retention;
3. Discussions with teachers, service providers, counselors and parents/ guardians (students' educational team);
4. The student has never been retained before.

In addition to the above criteria, students in elementary school may be retained if they have not acquired sufficient mastery of the basic skills for the following grade in one or more of the subject areas of English Language Arts and math.

Middle school students are expected to pass all academic subjects. Requirements for middle school students to be promoted to the next grade include:

1. Students are required to pass at least three of the four academic areas that include: English Language Arts, mathematics, social studies, and Science.
2. Students who fail to pass the academic units of English Language Arts or mathematics must attend summer school (or alternative) in order to be promoted to the next grade level.

These students shall participate in and successfully complete a summer school program or alternative program that is approved by the Windham School District with accommodations and or modifications as deemed necessary by the students' educational team.

Failure to comply with the above criteria will result in retention. If the child's parent/guardian wishes to appeal the retention decision, they should first file a formal appeal to the Principal. If the parent/guardian is not satisfied at the building level, an appeal may be requested to the Superintendent of Schools. If the parent/guardian is still not satisfied with the decision an appeal may be made to the Windham School Board in accordance with policy BAAA.

[WSB Policy IKEB](#)

STANDARDIZED ASSESSMENTS

All students will participate in a computer-based, adaptive assessment called the Measure of Academic Progress (MAP), commonly referred to as the NWEA (Northwest Evaluation Association) assessment. This assessment will be administered in the fall. The results from this assessment will be utilized to influence instructional decisions in the areas of reading and mathematics. Parents will be sent an in-depth description prior to the assessment being administered.

All students will also participate in the New Hampshire Statewide Assessment System, commonly referred to as SAS. This test is a next-generation assessment that accurately measure student progress in mathematics and English language arts each spring. Fifth grade students will also be assessed in the area of Science using the SAS Assessment.

CLASSROOM PLACEMENTS

The following general guidelines are used to establish balance and compatibility in classrooms:

- Placement in each homeroom is determined utilizing input from a team, which consists of your child's current teacher, the guidance counselor, unified arts teachers, the special education staff and administration. Members of the placement team consider all available and appropriate data, and share responsibility for making specific decisions related to classroom assignments.
- We do not accept parent requests as part of the placement process, however, we will take other information that you deem important into consideration such as learning style, compatibility with other children, and academic needs. Please be assured that this is a thoughtful and systematic process designed to ensure that each child will experience success in the upcoming school year. Your input is very important to us! If you feel that your child has any unique needs, please share this information in writing. Deadlines for this process will be available in the spring. Please watch the weekly newsletters for pertinent dates.
- Student placements will be announced in June at Step Up Day. Students will meet their classroom teachers on this day before the end of the school year. We will continue to use Infosnap to review emergency information in August. It is critical that Infosnap is updated yearly so that proper contact information is obtained in case of an emergency.

STAFF AND STUDENTS' ACCEPTABLE USE OF TECHNOLOGY

Staff and students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to education. Staff and students (parents/guardian) are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and all electronic data. The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff and student obligations and responsibilities related to use of District technology. He/she may also establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's or student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations. The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff and students (parents/guardian.) Staff and students (parents/guardian) shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

[WSD Policy GBEP](#)

COMMUNICATION WITH PERSONAL ELECTRONIC DEVICES

The Board recognizes that communication with personal electronic devices is a rapidly changing field and the district's procedures and practices need to adapt to these changes. Personal electronic devices can be important communication tools for students and parents. They can also be disruptive to the educational process and create challenges to students' and employees' expectations of privacy. This depends on the time, place and manner of their use.

Elementary and Intermediate Schools

The use of personal electronic devices by any student in a Preschool – grade 6 school or while attending any school function during the school day is prohibited unless specifically authorized by a school official.

Use of Recording Devices

Any use of a personal recording device including applications on cellular telephones, and/or other electronic devices to knowingly intercept telecommunication or oral communications will be strictly prohibited on school property. Nonconsensual recording of teacher-classroom discussions, student discussion, and/or personal matters; including releasing student information without consent; is in violation of the Family

Educational Rights and Privacy Act (FERPA) as well as NH state law, RSA 570-A. Any person who intercepts this kind of communication without the consent of all parties to the communication could be found guilty of an unlawful act. Exceptions of school-approved devices based on student's needs include:

- IEP that requires a personal device
- 504 that requires a personal device
- Medical reason that requires a personal device

[WSB Policy JICJ](#)

STUDENT SERVICES

SPECIAL SERVICES PROGRAMS

Windham Center offers a variety of special education services and supports for our students with educational disabilities. The School District has an Executive Director of Special Services for SAU #95, located at the Office of the Superintendent.

Why Do We Provide Special Education?

In 1975, the United States Congress passed landmark 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 Education Act (IDEA), contains several important requirements, including:

- Students with educational disabilities (ages 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 children's programs.

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 he or she needs it. There are 7 steps to the special education process in New Hampshire.

1. Referral to the school team, where they decide what next steps need to be taken.
2. Evaluation and assessment to determine the strengths and weakness and the type of disability a child has, and how it impacts the child's learning and involvement in curriculum.
3. Determination by a team of people, including parents, that the child meets both criteria:
 - The child has an educational disability which fits one of the 13 categories and
 - The child requires or needs special education because of that 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. The child must be educated with nondisabled peers to the maximum extent appropriate.

6. The IEP is monitored and progress is reviewed.
7. Annual Review of the IEP.

The IEP Team

The team of people making decisions about special education services is called the IEP Team. Certain people must be in attendance, including:

- The child's regular education teacher,
- A special education teacher,
- A representative of the school district,
- Parents

Parents are very important members of this team. They assist the school professionals in identifying the tests or evaluations to be given. They attend meetings where the test results are explained and they take part in the decision of whether their child is entitled to special education. When it is determined that a child requires special education, parents help to identify the educational goals that their child will achieve in a year's time, and where the services will be done. In making this decision, the IEP Team has an obligation to review a continuum of services to ensure that students are being educated in the least restrictive environment, with their non-disabled peers.

During the special education process, parents are asked to sign documents indicating their consent. They are given "Procedural Safeguards" which detail all the rights given to parents of children with disabilities. Services can only be started (or changed) with parents' consent. Parents receive information about the progress their child is making toward the IEP goals, during the school year.

For More Information:

Whenever parents have questions or concerns about special education or their child, they can go to the teacher, the special education teacher, the district special education director or administrator, or the principal for assistance.

CHILD FIND

All children have a right to a free appropriate public education regardless of the type or severity of disability. Both federal and state laws guarantee these rights. The Individuals with Disabilities Education Act (IDEA) requires that school districts make an effort to locate and identify children with educational disabilities in order to provide them with appropriate special educational services. The Windham School District is looking for children, from birth to 21 years of age, who may have an educational disability and who are not presently being served. Windham Center School currently has an in-school referral process. Referrals can be made by anyone. If you are concerned about your child's vision, hearing, speech, coordination, or overall development, please contact Windham Center School, 845-1554, to discuss the referral process in more detail.

OCCUPATIONAL THERAPY

Occupational Therapy is a service available to students in the Windham schools and is provided for every grade level. Students receiving Occupational Therapy services have identifiable difficulties which interfere with their performance in school. Some areas assessed in occupational therapy include motor skills, visual perceptual skills, sensory processing/integration, and self-help skills as they relate to the school environment.

SPEECH & LANGUAGE

Speech and language services are offered to those students whose difficulties impact their educational development. Problem areas often include difficulty with memory and comprehension of language, oral expression, written language formulation, speaking fluency, sound production and sound awareness skills, and hearing impairments. Students may enter the program at the request of parents, teachers, and other professionals. They will receive a speech and language screening or evaluation to determine program eligibility and identify individual needs. Services may occur within the classroom or through small group sessions outside of the classroom.

SPECIAL EDUCATION STAFF

We have Special Education teachers assigned to each grade level. Teachers are responsible for working with students who have been identified as educationally disabled according to State and Federal guidelines. They are available to consult with classroom teachers, and to varying degrees, work within the classroom with students in small groups to whole class settings. In addition, students may be provided with support through small group support in a resource room. Resource room teachers work closely with other specialists to be sure all the needs of the students are met. These specialists are part of a multidisciplinary team involved with the assessment and identification of students with educational disabilities.

SCHOOL COUNSELING

The Windham School District School Counseling Program is a vital, essential part of the educational process for all students. This program is designed to meet student needs by helping them acquire skills which are necessary to meet the expectations of all their life goals: educational, personal, social, and career. The School Counseling Program contributes to the overall educational mission of each school and is a function and responsibility of the entire school staff. Further, parents/guardians are encouraged to support their children academically and socially through home-school communication and cooperation.

Guidance activities are provided to all students through the School Counseling Department and/or through curriculum areas. Activities address age appropriate prosocial skills as well as school to career issues so that students are able to develop to their fullest potential. In that way, students may become responsible, contributing members of their community.

Responsive services are provided to our students. These include, but are not limited to such areas as crisis intervention, informal assessment, consultation, resource information and referral, individual and group counseling for school related issues (social skills, academic concerns, family issues, self-confidence, study habits and homework, moving in and out of town, and future planning).

The School Counseling Department can assist parents with behavior management, school progress conference with teachers, family problems, social adjustment, and arranging resources.

Whenever a student is seen individually or in group, written permission is obtained after the third consecutive appointment. Special education students, who require counseling as an educationally related support will receive services consistent with state and federal laws and as detailed in the Individualized Education Program.

All information shared in a counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and a professional duty not to divulge information learned in a private interaction unless there are special and compelling circumstances, or a legal mandate to do so. Specifically, counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; to warn potential victims of intent to harm. Counselors are also required to uphold all school rules and school district policies, including those related to

school conduct. All counselors in the district are trained and certified professionals who adhere to the ethical standards of the American School Counselor Association.

RESPONSE TO INTERVENTION (RtI)

Introduction

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting.

These laws emphasize the importance of providing high quality, scientifically based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students.

This process of providing interventions to students who are at risk for academic or behavioral problems is called Response to Intervention (RtI).

What is RtI?

RtI is a multi-step process designed to help schools focus on high quality interventions that are matched to students needs and monitored on a frequent basis. The information gained from the RtI process is used by teachers and parents to adapt instruction and to make decisions regarding the student's educational program.

What are the Benefits of RtI?

Perhaps the greatest benefit of an RtI approach is that students get help promptly within the general educational setting. As soon as assessment data indicates a problem area for a student or a group of students, specific and targeted skill oriented interventions are put into place to address these concerns through a Student Support Team (SST).

Interventions are teaching strategies or methods that have been proven to be effective in helping children learn. The frequency and duration of the intervention will be based on the individual needs of the student.

While the interventions are taking place, school staff monitors any progress that these students are making in their problem areas.

These progress monitoring techniques used within the RtI process provide information that allows teacher to better evaluate student needs and match instruction, resources and interventions appropriately.

What is the RtI Process?

The RtI process typically has three tiers. Each tier provides differing levels of support.

- In Tier I, all students receive high quality curriculum and instruction in the regular education classroom. The teacher assists all learners.
- In Tier II, the school provides interventions to students who need more support than they are receiving from the general curriculum.
- In Tier III, students are given more intensive individual instruction.

What Questions Might Parents Ask About RtI?

- What curriculum is being taught in my child's classroom?
- What are the targeted interventions that my child's school is using if he/she is struggling in the classroom?
- How will I be informed of the progress my child is making?
- What happens if an intervention is not working?

How can Parents be Involved?

- Make reading an everyday habit.
- Frequently communicate with your child's teacher(s).
- Attend parent-teacher conferences.
- Monitor and assist with your child's homework assignments.
- Share your child's successes.

What if my Child Needs Special Education?

RtI does not replace the special education process. If you believe that your child has an educational disability that may require special education services, you have the right to request an evaluation.

STUDENT SUPPORT TEAM (SST)

The team consists of the reading specialist, RtI specialist, special educators, related service providers, school counselors, administrator, and classroom teacher. The purpose is to provide teachers with a support system to access when they have concerns regarding a student in their classroom. These concerns could be of academic, social, or emotional nature. The SST Team is the pre-referral process for accessing other support systems

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

This program provides support to those individuals whose native language is not English. An ESOL tutor assists these students in learning the English language, especially in reading, writing, listening, and speaking. Along with the tutor, a team of professionals are here to help enhance the opportunities for academic success. Together we use the best strategies to help the individuals grow into students who can compete with their peers and become successful in our American society.

STUDENT CONDUCT

SCHOOL AND PLAYGROUND

At Windham Center School, we know that children need to learn during the elementary years how to treat each other kindly. We also know that learners sometimes make mistakes. At Windham Center, we have a consistent set of rules and logical, small consequences to help students make good choices. Our school focuses on respect for self, respect for others, and respect for the environment.

This philosophy, in conjunction with the Positive Behavior Development Program (PBDP) being used throughout our school, fosters a sense of community and general welfare for all. Students become accountable for their behavior and part of the problem-solving process.

Each day, all Windham Center Schools students will start their day with **“Ready, Set, Go!”** which is a time for students to build social skills and develop relationships with WCS staff and their peers.

PLAYGROUND RULES

1. Do not play around the buildings and windows.
2. Do not walk or run up the slides.
3. Do not throw rocks, sticks, or snowballs.
4. Do not play on the rock wall.
5. Do not intentionally throw equipment on the roof.
6. Do not play on the stairs leading to the upper field.
7. Do not push or pull other students.
8. Do not fight.
9. Do not bully or tease.

BUILDING RESPONSIBILITIES/EXPECTATIONS/RECESS

Recess Responsibilities:

Students will have a 20-minute recess before lunch. Students are encouraged to dress appropriately (boots and snow gear) during the winter months. There will be outdoor recess, weather permitting.

Line up when the bell rings.

Flag football is allowed.

Basketballs, tennis and nerf balls are allowed.

Items that are to be left at home include skateboards, bats, any hard type balls including regulation softballs, lacrosse sticks, and other items that pose as a safety issue.

Note: Snow play is reserved for students with boots and snow pants.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

Safe School Zone

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on District property, or property within the jurisdiction of District, while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and in the use of online resources. The Board endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules, District policies and procedures, including but not limited to policies JIC and JICDD, as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.
5. Consequences for student misconduct will be fair and developmentally appropriate in light of the circumstances.
6. Disruptive conduct is prohibited. Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for disruptive conduct. Disruptive conduct includes, but is not limited to, conduct that:
 - a. Disrupts or interferes, or creates a risk of disturbing or interfering, with the education program;
 - b. Disrupts, or creates a risk of disrupting, the orderly and efficient operation of a school within the District;
 - c. Disrupts, or creates a risk of disrupting, the rights of other students to participate in or obtain their education;
 - d. Is violent or destructive; and/or
 - e. Interrupts, or creates a risk of interrupting, the maintenance of a disciplined atmosphere.

The Board expects student conduct to contribute 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. The Board further authorizes each school to establish disciplinary procedures. These procedures shall be reviewed and approved by the Superintendent or his/her designee, shall be consistent with RSA 193:13 (suspension and expulsion of pupils), RSA 193-D (safe school zones) ED317.01 et. seq., and Windham School District policies, and shall be published in the student handbook. Students who fail to abide by 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 Board in accord 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. Students and parents will be notified annually of this policy. Upon request, this policy shall be made available in an alternative format. The Superintendent may modify expulsion requirements as provided in RSA 193:13, IV, and in accordance with JICD-R page 5, for students with educational disabilities.

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

The Board recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school. Therefore, it is the policy of this Board that any student attending school within this District will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school. 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.

[WSD Policy JICDD](#)

BULLYING: PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

I. The Windham School Board is committed to providing all pupils a safe school environment. Conduct constituting bullying or cyberbullying will not be tolerated, and is prohibited by this policy in accordance with RSA193-F. This policy applies to all pupils, regardless of their status under the law.

The superintendent is responsible for ensuring that this policy is implemented. All District employees, contracted service providers, school volunteers, coaches, parents and students are required to abide by the requirements of this policy.

II. Definitions

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

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

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

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

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

- D. Perpetrator: a pupil who engages in bullying or cyberbullying.
- E. School Property: all real property and all physical plant and equipment used for school purposes including public or private events.
- F. Victim: a pupil against whom bullying or cyberbullying has been perpetrated.
- G. Educational opportunities: the curricular and extracurricular programs and activities offered by the District.
- H. Interference of educational opportunities: a single incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).
- I. Hostile educational environment: a single incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).
- J. The determination as to whether a single incident or a pattern of incidents causes a "substantial disruption to the orderly operations of the school" shall be made by the person investigating the reported incidents(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extracurricular programs and activities offered by the District.

In accordance with RSA 193-F:4, the Windham School District reserves the right to impose discipline for bullying or cyberbullying that: Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

[WSD Policy JICBB](#)

TRANSGENDER AND NON-CONFORMING STUDENTS

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.

[WSD Policy JBAB](#)

SEXUAL DISCRIMINATION

I. GENERAL STATEMENT OF POLICY Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual 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. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee. 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.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

A. 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.

B. 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.

[WSD Policy JBAA](#)

STUDENT COMPUTER AND INTERNET USE

Windham School District computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to devices issued directly to students, whether in use at school or off school premises.

Compliance with the school district's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked.

The building administrator [or other applicable administrator] shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Violations may also result in disciplinary action up to and including expulsion and result in referral to law enforcement and/or legal action.

Windham School District computers remain under the control, custody and supervision of the school unit at all times. Students have no expectation of privacy in the contents or information stored on district devices or in the use of school computers whether they are used on or off school property, provided, however, that in accordance with RSA 189:68 the school district shall not install or use remote surveillance software on a school supplied computer or technology device without written consent of a parent, foster parent or guardian. (In this paragraph "surveillance" means observing, capturing images, listening, or recording and shall not include locating equipment when there is reason to believe it is about to be or has been stolen or damaged.). The written authorization of the superintendent is required before an investigation of a student computer or device by school staff may occur.

The Windham School District utilizes filtering technology designed to block materials that are obscene or harmful to minors, including, but not limited to, images of child sexual assault, and pornography. Windham School District takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. Windham School District educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that the Windham School District cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communications.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school website and/or other means selected by the Superintendent. All devices will be equipped with software that permits the deletion of memory if the property is lost or stolen.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day

management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with Board policies and rules.

[WSD Policy IJNDB](#)

[WSD Acceptable Use Policy EGA](#)

SAFETY/EMERGENCY INFORMATION (COMMUNICATION)

EMERGENCY INFORMATION

Emergency information must be completed accurately for all students. In case of a child's illness or injury, parents will be called at numbers provided. If a parent cannot be reached, we will call a designated friend or relative. If you have any questions regarding emergency care, please call the school nurse, Mrs. Kathleen Baroni, at 845-1554, Option 2.

CUSTODIAL/GUARDIANSHIP INFORMATION

If there are legal guardianship and/or custodial implications of which the school should be made aware, please be sure a copy of the legal document is made available to the school office for your child's protection. In the event a second mailing is required due to multiple parent addresses, please notify Windham Center School at the start of each school year.

SCHOOL TO HOME COMMUNICATIONS

SCHOOL MESSENGER NOTIFICATIONS

The Windham School District uses a Rapid Notification Service to enhance parental communication. Rapid Notification is not only used in emergencies.

This service will allow us to send a text and/or email message to ALL of our students' parents within minutes, if an emergency occurs at a school. The notification service will also assist the schools in reducing the resources needed to pass along key information regarding school events or reminders. The intent of this system is for group notification purposes. Customary and usual procedures for individual parent notification will continue as normal. Notification is sent home at the beginning of the school year detailing this system and requesting your option for text messages.

Types of Messages:

Two types of messages may be sent out through the notification system for the Windham School District:

Emergency Messages: Emergency and time-sensitive information such as school closures, release due to weather, late buses, etc.

All emergency email messages will have "Emergency" in the subject line and be sent through email and voice.

Informational Messages: Normal communication to inform the community of events, happenings, and news in the Windham School District.

All informational email messages will have "Informational Message" in the subject line and will be sent through email and voice (if appropriate).

Frequency of Messages:

Emergency Messages are to be sent out whenever necessary.

Informational Messages:

Weekly Updates — All school updates containing upcoming events will be sent out each Friday by the SAU Office.

WINDHAM CENTER SCHOOL COMMUNICATION

Windham Center School utilizes the following methods to keep our families notified:

- The [Windham Center School](#) web page
- School Messenger
- Bi-weekly electronic newsletter
- Notices sent home in your child's backpack.
- Facebook and Twitter are used to post upcoming events and WCS event pictures.
- *The Windham Independent*, our town newspaper, publishes upcoming events, menus, etc. for our school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) state and Windham School District Policy, "Student Records Policy, JRA" guides the maintenance, custody, and access of educational records. A copy of the district's policy is available on our website: www.windhamsd.org, or follow this link: [WSD Policies](#).

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 as to time and place for both the requesting party and the school in accordance with district policy.

Single copies of student records will be made available free of charge. Duplicate copies or second copies of original materials shall be made available at nominal cost. Requests for copies of records must be made in writing to the principal and the school shall be accorded reasonable time to produce the requested copies.

NON-CUSTODIAL PARENTS

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

STUDENT SEARCHES

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, and 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.

[WSD Policy JIH](#)

VISITORS TO THE SCHOOL

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Please see the WSD Visitor Policy KI for additional information.

[WSD Policy KI](#)

ATTENDANCE/SCHEDULES

DAILY SCHEDULE

7:15 AM	School Buses Arrive/ Ready, Set, Go
7:40 AM	Bell Rings/Morning Announcements
10:40 AM -10:55 AM	Grade 5 Recess
11:00 AM -11:20 AM	Grade 5 Lunch
11:25 AM -11:40 AM	Grade 6 Recess
11:45 AM -12:05 PM	Grade 6 Lunch
2:20 p.m.	Dismissal

EARLY RELEASE DAY SCHEDULE

Lunch

Grade 6 **10:19-10:39 a.m.**

Grade 5 **10:45-11:05 a.m.**

***There is no recess on Early
Release Days***

Dismissal **11:15 a.m.**

DELAYED OPENING

In the event that we have a delayed opening due to inclement weather, Windham Center classes will start 2 hours later (9:40 a.m.). School buses will also run their routes 2 hours later than normal in the morning. For example, if your child's bus normally arrives at 7:00 a.m., the bus will arrive at approximately 9:00 a.m. Students **will not** have Ready, Set, go or recess on a delayed-opening school day.

You may go online to <http://www.wmur.com> or tune in to local radio and television stations for delayed opening or no school announcements.

VACATIONS

There are four major school breaks during the school year: **Thanksgiving Recess, December Holidays, Winter Vacation in February** and **Spring Vacation in April**. Please check the District Calendar for specific dates.

WINDHAM SCHOOL DISTRICT 2020-2021 SCHOOL CALENDAR

Windham School District 2020-2021 CALENDAR Adopted 12/4/2018

AUGUST						
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	Nto	Nto	26	27	28	29
30	TW					

- 24 New Teacher Orientation
- 25 New Teacher Orientation
- 31 Staff 1st Day/Opening Breakfast
- 31 Teacher Workshop Day

22-26 February Recess

FEBRUARY						
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						
						15

SEPTEMBER						
S	M	T	W	Th	F	S
		TW	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			
						19

- 1 Teacher Workshop Day
- 2 Student's 1st Day of School
- 7 Labor Day-No School
- 8 NH State Primary -No School

- 9 Teacher Workshop-No School
- 24 Trimester 2 ends (65 days)

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

OCTOBER						
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
						21

- 7 Early Release
- 12 Columbus Day-No School

- 12 Quarter 3 ends (48 days)
- 26-30 April Recess

APRIL						
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	
						17

NOVEMBER						
S	M	T	W	Th	F	S
1	2	TW	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					
						16

- 3 Teacher Workshop-No School
- 11 Veterans Day-No School
- 12 Quarter 1 ends (48 days)
- 25-27 Thanksgiving Recess

- 27 Early Release
- 31 Memorial Day-No School

MAY						
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					20

DECEMBER						
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		
						17

- 3 Trimester 1 ends (60 days)
- 10 Early Release
- 12/24-1/1 Winter Recess

- 18-Projected last day of School-Early Release
- Projected Quarter 4 ends (42 days)
- Projected Trimester 3 ends (55 days)
- 21-29 Snow Days

JUNE						
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	S	S	S	S	S	26
27	S	S	30			
						14

JANUARY						
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						19

- 1 New Year's Day-No School
- 18 Martin Luther King Jr. Day-No School
- 26 Quarter 2 ends (42 days)
- 27 Early Release

- Holiday, Recess or Other
- Early Release
- Student's 1st Day of School

TW-Teacher Workshop-No School
S-Snow Days

Quarters-Grades K-8
Semesters-Grades 9-12
*180 Instructional Days

Revised November 25, 2019

ATTENDANCE

ABSENCES

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.

Excused absences – include the following:

- 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

Ten unexcused absences (each of them half day or longer) during a school year constitute habitual truancy as per state law. When the Principal or Principal's designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents/guardians, and other staff members as needed.

Please refer to [WSD Policy JH](#)

ABSENCE NOTIFICATION

In order for the school and parents to know the location of students during the school day, a Student Telephone Safety Program is in effect. **If your child is going to be either late or absent from Windham Center School, PLEASE call the school absent line.** Parents may also notify Windham Center School by either sending an email or text message to **WCSattendance@windhamsd.org**. The nursing staff will promptly call any parents that have not notified the school of their child's absence.

FAMILY VACATIONS AND EDUCATIONAL OPPORTUNITIES

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

We encourage families to take vacations during school vacations. Taking students out of school for several days in a row or longer, presents a variety of problems. It is very difficult for students to make up work, and in some cases, it is impossible to make up work that has taken place during instructional time. Students will be given the same number of days to make up their work as they have missed, unless other arrangements have been made with the teacher.

Unauthorized absence from school is considered **truancy** and will be treated as such. See RSA 193:1,2,7.

SCHOOL BUS INFORMATION

BUS ROUTES

In mid to late August of each year, the school bus routes for all of our Windham students are printed in our local newspapers. Questions related to bus service may be answered by calling the STA Transportation Coordinator at (603) 589-9205.

BUS TRANSPORTATION

All questions and complaints concerning bus scheduling, routes, assignments, bus stops, and other transportation issues should be directed to Student Transportation of America: email bus@windhamsd.org or (603) 589-9205. Riding the bus may be temporarily denied or permanently revoked if misconduct of a child jeopardizes the safe operation of the school bus, or safety of the children riding the bus. Infractions will be reported to administration. Parents will be notified of the infraction either in writing or by phone.

VIDEO AND AUDIO ON BUSES

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy and in WSD Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings. Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

[WSD Policy ECAF](#)

RECORDING DEVICES ON SCHOOL BUSES

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.

[WSD Policy JICK](#)

SCHOOL BUS RULES

In order to assure the safety of all children riding our school buses, the following rules and regulations are in place:

- Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive and wait in a safe place, clear of traffic, and at least 10 feet away from where the bus stops.
- Ride on the assigned bus.
- Sit in assigned seat properly.
- Wait at the assigned stop politely.
- Cross the street IN FRONT of the bus, when necessary.
- Stay in the seat and keep aisles clear when the bus is moving.
- Refrain from eating and drinking on the bus.
- Refrain from throwing things, fighting, or shoving.
- Do not reach out from or throw anything from the windows.
- Refrain from using loud or profane language or gestures.
- No littering or defacing of the bus.
- The emergency door must be used only for emergency.
- Students are to be respectful of both the driver and other students.
- Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.

[WSD Policy JICC / JICC-R](#)

RIDING THE BUS

It is the responsibility of the bus driver to report infractions to the school administrators, who have the authority to render a finding, which may result in a consequence. Riding the bus may be temporarily denied or permanently revoked if misconduct of a child would jeopardize the safe operation of the school bus or safety of the children riding the bus. The following actions may be taken:

- A school administrator will meet with the student to discuss the written complaint reported by the bus driver.
- Parents will be informed of the infraction. Parents will also be informed that transportation privileges may be denied if the situation is not corrected satisfactorily
- Second offenders will be denied transportation up to ten (10) days should the nature of the infraction warrant this action.
- A copy of the suspension letter denying transportation privileges will be forwarded to the superintendent's office.
- In the case of a third offense within a school year, the student will be denied transportation for the remainder of the year. A copy of the suspension letter denying transportation will be sent to the superintendent's office. The parent or guardian of a pupil who has been denied the right to ride a school bus for disciplinary reasons has the right of appeal.

[WSD Policy EEA](#)

[WSD Policy EEAEC](#)

DISMISSALS/ARRIVALS

Appointments or Family Issues

Any student being dismissed prior to regular dismissal *MUST* be dismissed through the office. Parents, guardians, or responsible adults must sign the students out in the office and the classroom teacher will be notified. Parents are not to dismiss students from the classroom, lunchroom, or playground.

Arrival: Car Drop-off:

Drop-off begins at 7:15 a.m. No student may be dropped off before that time. A staff member must be present at the drop-off location before students are allowed to exit their vehicle.

Please do not allow your child to exit the car if there is no staff member present.

Students must exit the vehicle on the school side of the vehicle toward the staff member. For safety reasons, students are not allowed to exit the vehicle on the passenger's side as the far lane is used for teachers to enter the parking lot.

Drop off begins at the Grade 6 doors and ends at the yellow barrier. Please dismiss your child from your vehicle between these locations to help with the flow of traffic when a staff member has given a safe signal.

Car drop-off times are from 7:15 a.m. to 7:30 a.m. After 7:30 a.m., you may pull into the front driveway.

Please park your vehicle and bring your child into the main office. Your child will be signed in and given a pass to class.

Dismissal: Car Pick-up:

If your child is being dismissed before 1:45 p.m., you must come into the main office to sign out your child.

The office staff will call your child to the office to meet you. Any student dismissed before 12:00 p.m., who does not return, will be considered absent for half the day. Please send a note to your child's classroom teacher if they are to be part of the car dismissal procedure.

If someone other than the parent /guardian is dismissing your child before 1:45 p.m., we must have a signed note from the parent/guardian stating who that person will be. The office staff will ask the person dismissing your child for identification such as a driver's license.

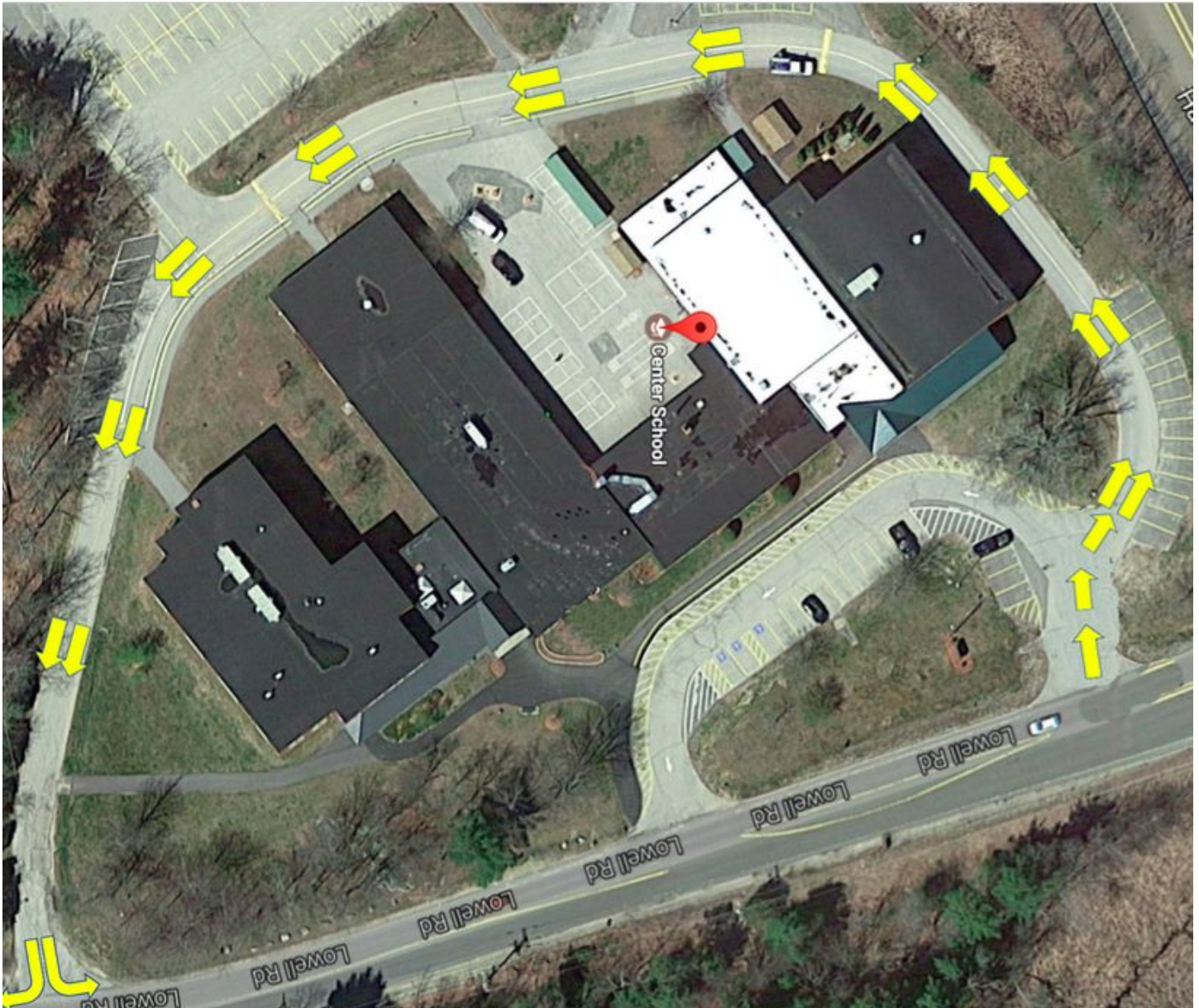
There will be no dismissals from the office after 1:45 p.m., as the Center School main office is extremely busy between 1:45 p.m. and 2:20 p.m. All dismissals after 1:45 p.m. will take place through the regular car dismissal process at 2:20 p.m. (see below).

The regular car dismissal process will begin at 2:20 p.m. If your child is being picked up at this time, you must send in a dated note to your child's teacher stating that he/she will be car dismissal on that day. If someone other than the parent/guardian is picking up your child, you must write that person's name in the note.

The car dismissal students will be dismissed from the grade 6 door at 2:20 p.m. As you enter WCS, please drive to the right and form two lines around the gymnasium to the rear of the school. Students will be supervised and dismissed to you there.

No child will be sent out to car dismissal without a written note from their parent/guardian and you will be asked to drive around and go to the office to meet your child and sign him/her out.

Windham Center School Morning Drop-Off and Afternoon Car Pickup



MAP Key

Yellow arrows = One-way traffic flow for all vehicles

EARLY RELEASE DAY SCHEDULE

Early release days are listed in the district calendar in the previous section of this handbook.

Windham Center students will be dismissed at 11:15 a.m. **There will be no dismissals from the office after 11:00 a.m.**

DISMISSAL PLANS AND CHANGES

Windham Center School will utilize **PickUp Patrol** to manage dismissal plans and changes this school year. Welcome emails will be sent to all parent/guardian email addresses before the first day of school for accounts to be established. Parents and guardians may enter students' typical dismissal plans and use the system to notify the WCS office of dismissal plan changes rather than calling the WCS main office. Notification of daily dismissal plans and changes will be sent to homeroom teachers daily to assure students are aware of their daily plans. Please visit <http://www.pickuppatrol.net> for additional information.

PickUp Patrol may be used to let the WCS office know of the following:

- Parent is dismissing their child during the school day.
- Parent is giving a babysitter, grandparent, friend, etc. permission to dismiss their child
- Custody (agreement) - a copy of any court order is necessary for anything other than the normal dismissal.
- No child is to leave the school grounds or be sent home without permission from the office or nurse.
- A parent is picking their child up at car dismissal at the end of the day
- A note is required if another adult is picking up the student during or after school.

CHANGING BUSES

Windham Center School and Windham Middle School no longer allow students to use a bus pass to ride a different bus or get off the bus at a different bus stop. Buses are at capacity. Please make alternate arrangements for your student's dismissal.

RIDING BICYCLES TO SCHOOL

The Windham School District does not allow any student to ride a bicycle to school property unless the appropriate helmet is worn by the student.

HEALTH OFFICE/NUTRITION SERVICES

PHYSICAL EXAMINATIONS OF STUDENTS

Each child must have a complete physical examination within a one-year period before first entry to school. However, no medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings. Parents of students transferring to the District must present proof of meeting the physical examination and immunization requirement. Failure to comply with this provision may result in exclusion from school for the child. A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reasons upon signing of a notarized form by the parent/guardian stating that the child has not been immunized because of religious beliefs. Students must pass a physical every 13 months to be eligible for athletics. Any injured student excused from athletic practice while under a physician's care must provide written authorization from a physician to the coach to resume practice. No child shall be excused from regular physical education except on the written notice of a duly licensed physician or on the written request of the parents, in

which case an alternative program shall be provided. Temporary excuses on a day-to-day basis may be granted by the teacher upon the request of the parents.

[WSB Policy JLCA](#)

HEALTH OFFICE

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board may appoint a school nurse to function in the school health program. A school nurse shall be a registered professional nurse licensed in New Hampshire.

The Board may employ or contract with a licensed practical nurse or a certified nursing assistant, to work under the direct supervision of the school registered nurse. Treatment is limited to first aid care. The administration will attempt to notify parents before a Student who is ill is permitted to go home.

1. Any student not in class because of illness must report to the nurse.
2. All student medications must be kept in the custody of the school nurse. No prescription medication is to be administered by school personnel except as prescribed by a doctor and accompanied by a parental permission form unless otherwise arranged by doctor, parent, and school nurse.
3. Over the counter medications may be administered at the discretion of the school nurse with parental permission.
4. All accidents occurring on school property are to be reported to the school nurse and the school principal immediately. Students attending school during the extended day, night, or summer school or any other time when the school nurse is not in the building are to report to the person supervising the activity immediately in case of illness or accident.

[WSD Policy JLC](#)

IMMUNIZATIONS OF STUDENTS

Any child being admitted to the District must present proof of meeting the physical examination and immunization requirements upon entrance. Failure to comply with this provision may result in exclusion from school for the child. Immunization record or evidence of laboratory immunity is sufficient proof. Students not in compliance must provide appointment date for remaining doses.

Principals will notify parents of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reason, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

[WSD Policy JLCB](#)

ADMINISTERING MEDICINES TO STUDENTS

The Windham School District adopts the following policy specific to administering medication to students:

1. Each local school board, with the advice of the school medical health advisor and the school nurse shall establish policy and procedures to give protection and controls to the matter of medications in schools.
2. Any pupil who is required to take a medication prescribed by a licensed physician, advanced registered nurse practitioner or a licensed physician's assistant, during the school day, shall be supervised in taking the medication by the school nurse who shall be responsible for administering the medication.

3. If the school nurse is not available the following option shall apply in implementing (1) above: The building principal or designee may assist a student in taking required medication by making such medications available to the student as needed, and by observing the student as he/she takes or does not take his/her medication.
4. Upon receiving a request from the parent, guardian or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, guardian or physician to discuss whether the student should remain at home or whether the medication should be taken before, during and/or after school.
5. In order for medications to be given in school, the following shall occur: (a) The school nurse shall ensure that a written authorization from the licensed prescriber containing the following, be on file in the student's health record: Student's name; Name and signature of the licensed prescriber and business and emergency numbers; Name, route and dosage of each required medication; Frequency and time of medication administration or assistance; Diagnosis and any other medical conditions requiring medications if not a violation of confidentiality or if not contrary to the request of the parent or guardian to keep confidential; Specific recommendations for administering; Any special side effect, contraindications and adverse reactions to be observed;
6. All prescription medications to be administered by the school nurse shall be kept in a securely locked cabinet, used exclusively for medications, which are kept locked except when open to obtain medications. The cabinet shall be substantially constructed and anchored to a solid surface. All medication (over the counter and prescribed) must be in the original pharmacy labeled container and accompanied by the signed Parent's Request For Giving Medication or Treatment At School form.
7. Students in grade six through eight may carry their albuterol inhalers on their person when agreed by parents, students, personal physician and the school nurse. There must be a signed contract on hand and signed by all parties. (Attach example of contract)
8. Students in grade six through twelve may carry their epipen on their person when agreed by parents, students, personal physician and the school nurse. There must be a signed contract on hand and signed by all parties. (Attach example of contract)
9. Parents are responsible for providing up-to-date, non-expired, medication to the school.

[WSD Policy JLCD](#)

Recommended Guidelines for Exclusion Times:

We are often asked about the time students with communicable diseases should be excluded from school.

Chicken Pox	7 days after rash onset or until lesions have crusted over
Conjunctivitis	24 hours after starting topical antibiotics
Hepatitis A	7 days after jaundice onset
Impetigo	48 hours after beginning therapy
Pertussis (Whooping Cough)	7 days after starting antibiotics
Scabies	24 hours after curative therapy
Strep pharyngitis	24 hours after starting antibiotics

Please Note: Students will not be allowed to stay in for recess or be excused from physical education class without a note from their physician.

SCHOOL GUIDELINES FOR STUDENT ILLNESS

PLEASE CALL THE SAFETY LINE TO REPORT EACH DAY'S ABSENCE
OR IF YOUR CHILD WILL BE TARDY

Call 845-1554, Option 1 or you may send an Email or Text Message to WCSattendance@windhamsd.org
When the cold and flu season arrives Windham Center School staff asks your assistance in keeping students and staff healthy.

Please do not send your child to school if they have vomited that morning or the night before.
Your child must be fever free (temperature under 100°) for 24 hours without the use of fever-reducing medicine before returning to school.

Children with a new active cough should remain at home. If your child has a cough and fever, they should be seen by their doctor. If you send in cough drops with your child, they must remain in the Health Room.

All students are expected to go outside for recess. School policy states that exceptions are made only at the request of a physician. If your child needs to take medications at school, please send in a signed note with the child's name, grade, teacher, the time, and amount to be taken. The medication must be in the original container. If it is a prescription medication, the pharmacy can provide a second bottle to be left at school. If all families follow these guidelines, we will reduce the number of students and staff with illnesses.

CONCUSSIONS AND HEAD INJURIES

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges that risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collision" sports.

Full Policy: [WSB Policy JLCJ](#)

SCHOOL INSURANCE

An insurance package is presented to each student at the start of each school year. We are neither the agent nor do we make any financial gain from this program. We are merely acting in an effort to accommodate the student and his/her parents or guardians in acquiring a protection program. The only requirement we make is that each student's parent completes the enrollment to participate in the insurance program.

FEMININE HYGIENE PRODUCTS

The Windham School District shall make tampons and sanitary napkins available at no cost in all gender-neutral bathrooms and bathrooms designated for females. In addition, these products will also be available in the nurses' office located in Windham Center School, Windham Middle School and Windham High School.

[WSB Policy JLCFA](#)

DRESS CODE

Daily dress for children should be appropriate for the type of classroom activities and weather conditions. Boys and girls are required to wear sneakers (no black soles) during physical education classes. During the winter months, it is a good health habit not to wear boots during the school hours. It is suggested that shoes or sneakers be brought to school so that boots may be taken off. Walking through school in stocking feet is hazardous, unhealthy, and not allowed. Children will go out daily throughout the winter months for recess and should come

to school with warm clothing, including hats, gloves, boots, snow pants, etc. **Please** label all of your child's clothing and belongings; shoes, boots, jackets, backpacks, etc. Remember, many other children wear the same size and brand clothing as your child!

Please pack a complete change of clothing, including socks, in your child's backpack in the event that they get wet.

Specific appropriate dress standards are designed to promote the health and safety of all students. Dress codes ensure that all students will have the right to learn without being offended or distracted in the learning process by the clothing or appearance of others. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, or endangers the health or safety of the student or other students is prohibited. The dress code will be followed at all school functions, unless otherwise specified for special events.

Students have the responsibility to learn and observe the basic standards of appropriate school dress, personal cleanliness, modesty and appropriate grooming.

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

- No undergarments may be visible at any time
- Shirts and blouses must completely, and at all times, cover the abdomen, back, chest, and sides of the body. Tops with low neckline and/or expose the midriff above the waistband are not acceptable. Sleeveless tops must be at least 1.5 inches wide and not expose the back.
- No clothing advertising or related to drugs, alcohol or tobacco products or that display other inappropriate messages may be worn.
- Clothing may not be excessively tight (such as spandex, yoga pants, etc.), see-through, or revealing.
- Except in cases where permission has been granted, hats and jackets may not be worn in during class time.
- As a general guide, shorts and skirts should reach mid-thigh or fingertip length.
- Head coverings (including hats, sunglasses, bandanas, or sweatbands) are not permitted, except in special circumstances approved by school administration.
- All clothing must be neat in appearance (no excessive holes, rips, or tears).
- No attire should intentionally attract undue attention to the wearer.

During the warmer months, shorts may be worn by students. At the point when the weather turns colder, an announcement will be made by administration to discontinue wearing shorts for the winter. Similarly, when spring arrives, at the discretion of the principal, an announcement will be made when it is appropriate to start wearing warm-weather apparel.

WSD Policy Student Dress Code, [JICA-R](#).

WELLNESS

Windham School District (referred to as the District) is committed to the optimal development of every student. The District believes that for students and staff to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District.

[WSB Policy JLCF](#)

FOOD ALLERGIES

The Windham School Board has adopted Food Allergy Guidelines for all Windham Schools. At Windham Center School, it is our goal to provide a setting that increases allergy awareness, minimizes the risk of accidental exposure to potentially life-threatening food allergens, encourages respect and self advocacy, promotes and maintains a healthy and safe environment, and is prepared for food allergy emergencies.

FOOD SERVICE MANAGEMENT

AVAILABILITY, DISTRIBUTION AND EDUCATION SURROUNDING HEALTHY FOODS

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or his/her designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or his/her designee is responsible for implementing developmentally appropriate opportunities for students to learn food preparation skills that support nationally recognized nutrition standards. The Superintendent or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

[WSB Policy EFA](#)

MEAL CHARGING

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch as well as after school snacks through vending at WHS & WMS from the school cafeteria. Each meal meets or exceeds the federal nutrition standards.

Payment is expected no later than when the meal is served. Payment may be in cash check made payable to WSD or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

[WSB Policy EFAA](#)

The goal of the Windham Public Schools is to provide students with healthy meals each day. However, unpaid charges place a financial burden on the Windham School District. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Windham Public Schools.

The Food Service program expects parents to prepay for lunch, milk and/or snacks, and not allow the account to become past due.

If an elementary and Middle student's account becomes two (2) meals overdrawn, the child will be offered a choice of the designated breakfast and lunch meals and no a la carte item purchases until the account is paid in full. This meal will be charged to the student's meal account at the appropriate rate. High school students unable to pay, will be offered a meal but no a la carte item purchases. Credit will not be extended to staff.

Food service will make every effort to inform parents as to the status of the child's account. Parents of elementary students will receive weekly notices. Middle and High school students will be told of the account status as they purchase their meals and/or snacks. If a student's account becomes negative, weekly notification will be sent to the students/parents/guardians. Students/Parents/Guardians can set up low balance email notification and pay for meals in advance via <https://www.k12paymentcenter.com/> or with cash or a check payable to Windham School District. A positive balance should be maintained in children's account. Any remaining funds for a particular student will be carried over to the next school year or refunded upon the student leaving the District.

The FS operation may not incur debt whether they are running in the red or the black. Meal debt may not be carried over year to year by students; the food service operation must be reimbursed by another fund on an annual basis; at which point the meal debt belongs to the school district. The Windham School District may hold student diplomas, utilize small claims court etc. to recoup outstanding meal debt.

[WSD Policy EF](#)

FREE AND REDUCED-PRICE LUNCH POLICY

In accordance with federal regulations, the District shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced-priced lunches through the School Lunch Program in the local school. Parents who believe their children are eligible may contact the building principal and a determination will be made relative to their eligibility. Parents may appeal a negative determination to the Superintendent.

[WSD Policy EFC](#)

EXTRACURRICULAR/SPECIAL EVENTS

CLASS CELEBRATIONS

Throughout the school year, student learning is celebrated in a variety of ways. Themed celebrations showcase student success and provide the opportunity for families to witness students demonstrate their learning. More details surrounding these celebrations will be forthcoming throughout the school year.

STUDENT BIRTHDAYS

Student birthdays are special at WCS! Each morning students' birthdays are announced over the intercom during the morning announcements. Students receive a birthday pencil from the administration. In consideration of the health and wellness of all students, including those with severe food allergies, we ask that food NOT be sent into school for birthdays. We thank you and appreciate your understanding and cooperation.

STUDENT CONFIDENTIALITY

Due to confidentiality, the office cannot provide addresses, telephone numbers, etc. for other students.

FIELD TRIPS

The Windham School District recognizes the value of field trips in achieving certain educational objectives and encourages activities of this nature as long as they do not seriously interfere with the educational routine of students who must remain in school. School transportation vehicles, if available, will be furnished for all trips sponsored by the school. However, all travel is subject to budget limitations and the following guidelines:

1. Appropriate instruction shall precede and follow each field trip.
2. Field trips shall be considered as instruction and shall be planned with definite objectives determined in advance.
3. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.
4. All field trips shall begin and end at school.
5. Written approval of parent or guardian is required for participation of pupils in field trips, which extend beyond the boundaries of the school district.
6. Field trips outside school hours and sponsored by the school shall be approved in advance by the Superintendent of Schools. Pupils must have written approval of parents or guardians.
7. The principal shall approve or disapprove all field trips.
8. All school rules and regulations will apply while students are engaged in activities sponsored by the school.
9. Teachers or other certified personnel of the district will accompany students on field trips and assume full responsibility for their proper conduct.

[WSD Policy IJOA](#)

AFTER-SCHOOL ACTIVITIES

After-school activities sponsored by town organizations include scouts, brownies, baseball, softball, basketball, soccer, and others. Information regarding these activities may be found in our local newspapers. Notes must be sent into classroom teachers to give permission for your child to attend after-school activities whether or not they are school related, such as DI, Girl Scouts, Boy Scouts, etc. even if the event is held at Windham Center School. School policy states that your child will be sent home on their regular bus if your child does not have a note to stay for the after-school activity.

STUDENT FUND-RAISING ACTIVITIES

The Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

[WSD Policy JJE](#)

STUDENT REGISTRATION/ENROLLMENT

REGISTRATION

The Windham School District has a centralized registration procedure. Parents/Guardians can visit http://www.sau95.org/for_parents/new_student_registration to obtain registration documents.

All required registration documents must be in the name of the parent(s)/guardian(s) of the student you are registering. Copies can be made for you at your registration appointment. All original documents will be returned to you.

To make your registration appointment please call the registrar (603) 845-1558 x 5840.

Central Registration Office located at
Windham High School
64 London Bridge Road

Drive past the main entrance of the high school, to the next smaller parking lot on the right-hand side, lower level of the school.

TRANSFERS

Parents who are moving out of the school district should notify the office prior to the child leaving school. Student records will be mailed to a student's new school when a signed release of records form is received from the new school.

ADMISSION OF HOMELESS STUDENTS

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. Homeless students are defined as (per NCLB definitions) lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;

7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

[WSD Policy JFABD](#)

ADMISSION OF NON-RESIDENT STUDENTS

No person shall attend school, or send a pupil to the school, in any district of which he/she is not an inhabitant. (RSA 193:12). Please view the WSD Admission of Non-Resident Students for further information.

[WSD Policy JFAB](#)

INFOSNAP — STUDENT INFORMATION SYSTEM

Approximately 2 weeks before the start of the school year, an InfoSnap Registration Verification email will be sent to parents of all Windham students to make changes to any information regarding your child(ren). The verification system will include parent contact information, addresses, phone numbers, emergency contacts, email addresses, etc. Parental authorization for the Internet Acceptable Use Policy, Bullying Policy, Permission to Publish, Video Permission, and Student Handbook Acknowledgement will be required through the InfoSnap system. If your email has changed since registering your student or from the previous school year, please contact the Windham Center School office staff.

Once the InfoSnap process is complete, your student's classroom teacher will be listed on the confirmation page of InfoSnap. If you have not received a Registration Verification email, please contact the WCS Office.

MISCELLANEOUS

TUTORING FOR PAY

The Windham School Board recognizes parents may seek out academic support for students outside of the regular school day. This policy provides guidelines with regard to tutoring for pay within the Windham School District, and extends year-round whether school is in or out of session. Staff members shall not receive payment for tutoring their own students, unless it has been determined necessary and appropriate by the IEP or 504 team and assigned by school administration. This policy does not apply to homebound instruction assigned by school administration. Staff members shall not solicit/publicize their services for payment and/or utilize Windham School District email for the purpose of arranging services that are outside of the scope of their contracted service hours. Facilities usage fees are required when utilizing school district facilities for tutoring for pay services and the use of district materials, supplies, and equipment is prohibited. All questions regarding tutoring should be referred to the appropriate building administrator.

[WSD Policy GCRD](#)

LOST & FOUND

There is a Lost and Found area located in the Windham Center School Cafeteria. If your child has lost an item or an article of clothing, have him/her check this area or come in and check on your own. We usually have a

large pile of unlabeled clothing that is never claimed. Periodically, unclaimed clothing is sent to a charitable organization.

TRADING CARDS, ELECTRONIC DEVICES, AND VALUABLE/SPECIAL BELONGINGS

Students are encouraged not to bring money and/or valuable or special belongings to school. If it is necessary to bring money, students should not leave it in their desk, backpack, or jacket. **School sponsored events that require payment should be paid by check.**

Cell phones, cameras, iPods, iPads, iPad Minis, Nintendo DS games, etc. are considered electronic devices for the purpose of inclusive description. As technology is emerging rapidly, even before the current school year will have expired, it is understood new versions and new technology could expand this definition.

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

Any electronic device brought to school should remain in the "off" position, and kept within the student's backpack during the school day.

Cell phones are not allowed to be used during the school day unless special permission is granted. If students violate this rule, the device will be confiscated and brought to the office. Students will see the Principal at the end of the day before bringing the device home. If a second offense occurs, the parents will be notified and they will be asked to come to school to pick up the device.

Trading cards are not allowed at school. Trading cards include cards such as baseball cards, Pokemon, and Yugio. These cards often cause conflicts among students and are a major distraction at school.

WINDHAM SCHOOL DISTRICT POLICIES

Windham School District policies, as well as additional information and resources, may be found on our district website: www.windhamsd.org, or follow this link: [WSD Policies](#).

COMMUNITY INVOLVEMENT

The School Board recognizes the importance of having a strong partnership between the school system and the parents/guardians of our students as well as the community at large. It is therefore the policy of the Board to define standards for involvement between the schools, the community, and the parents/guardians of all students enrolled in District schools. The Superintendent is directed to implement these standards.

[WSD Policy KA](#)

WINDHAM PTA

PTA WEBSITE ADDRESS: <http://www.windhampta.org/>

The PTA is a Parent/Teacher Association, which has been formed for the purpose of increasing and improving communication between home and school. The PTA meets once per month, runs book fairs during parent/teacher conferences, and runs many other important school events. Each fall, the PTA has its annual

membership drive for new members and the election of officers. It is hoped that the parents of all of our students will become members and support our school projects.

See visit our PTA website at: <http://www.windhampta.org/> for the most current PTA officers and Information.

VOLUNTEERS

VOLUNTEERING PROCEDURES AT WINDHAM CENTER SCHOOL

The Windham School District welcomes family volunteers for classroom help, field trips and holiday parties. Volunteer packets with detailed instructions must be obtained from any of the schools or the SAU.

The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who in the performance of his/her duties, comes in direct contact with pupils for any period of time. Designated Volunteers are subject to the provisions of policy GBCD and are accepted on a conditional basis, pending a successful background check.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with all other regulations and standards as set by NHIAA. Coaches are subject to the provisions of policy GBCD and are accepted on a conditional basis, pending a successful background check.

[WSB Policy IJOC](#)

Designated volunteers are subject to a background investigation/criminal background check and the provisions of this policy.

[WSB Policy GBCD](#)



**WINDHAM
CENTER
SCHOOL**

Student Technology Contract

When using my Windham Center School's Chromebook, iPad, or other electronic device, I agree to follow all guidelines that are listed below:

1. I will respect the device that is issued to me by handling it with care at all times, especially if I am walking with it.
2. I will only use the Internet as directed by my teachers.
3. Any document that I create will be considered my own work and I will be held responsible for its contents.
4. I will alert my teacher if I ever encounter material that is inappropriate or makes me feel uncomfortable.
5. I understand that my Internet activity is monitored to ensure that I am using my electronic device appropriately, and to ensure that others are treating me appropriately.
6. I will never give out personal information about myself, my family, my teacher, or my classmates. This includes personal information such as a name, address, phone number, or social media account.
7. I will never send or post threatening, violent, harassing, or generally inappropriate statements, images, or videos.
8. I will never share my passwords with anyone.
9. I will never use my device to access any website that is related to social media.
10. I will never alter the settings on my device in any way or install, download, or use any software that is not authorized.
11. I will never copy any material directly from the Internet to use as my own work and understand that is considered plagiarism.

Student Signature: _____

Teacher Signature: _____

Parent/Guardian Signature: _____

Date: ____ / ____ / ____



<i>TABLE OF CONTENTS</i>	<i>2</i>
<i>INTRODUCTION</i>	<i>3</i>
<i>WINDHAM CENTER SCHOOL ADMINISTRATIVE STAFF</i>	<i>3</i>
<i>SAU #95 ADMINISTRATIVE STAFF</i>	<i>3</i>
<i>ADMINISTRATIVE INFORMATION</i>	<i>4</i>
<i>SCHOOL HOURS:</i>	<i>4</i>
<i>CURRICULUM</i>	<i>5</i>
FIFTH GRADE	5
SIXTH GRADE	6
<i>UNIFIED ARTS CURRICULUM</i>	<i>8</i>
<i>PARENT/TEACHER CONFERENCES</i>	<i>9</i>
<i>GRADING SYSTEM</i>	<i>10</i>
<i>HOMEWORK</i>	<i>10</i>
<i>GRADE SCALES</i>	<i>11</i>
<i>PROGRESS REPORTS / REPORT CARDS</i>	<i>11</i>
<i>PROMOTION/RETENTION OF STUDENTS (K-8)</i>	<i>11</i>
<i>STANDARDIZED ASSESSMENTS</i>	<i>12</i>

<i>CLASSROOM PLACEMENTS</i>	<i>12</i>
<i>STAFF AND STUDENTS' ACCEPTABLE USE OF TECHNOLOGY</i>	<i>13</i>
<i>COMMUNICATION WITH PERSONAL ELECTRONIC DEVICES</i>	<i>13</i>
<i>SPECIAL SERVICES PROGRAMS</i>	<i>14</i>
<i>CHILD FIND</i>	<i>15</i>
<i>OCCUPATIONAL THERAPY</i>	<i>15</i>
<i>SPEECH & LANGUAGE</i>	<i>16</i>
<i>SPECIAL EDUCATION STAFF</i>	<i>16</i>
<i>SCHOOL COUNSELING</i>	<i>16</i>
<i>RESPONSE TO INTERVENTION (RtI)</i>	<i>17</i>
<i>STUDENT SUPPORT TEAM (SST)</i>	<i>18</i>
<i>ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)</i>	<i>18</i>
<i>SCHOOL AND PLAYGROUND</i>	<i>19</i>
<i>PLAYGROUND RULES</i>	<i>19</i>
<i>BUILDING RESPONSIBILITIES/EXPECTATIONS/RECESS</i>	<i>19</i>
<i>CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR</i>	<i>20</i>
<i>STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS</i>	<i>21</i>
<i>BULLYING: PUPIL SAFETY AND VIOLENCE PREVENTION POLICY</i>	<i>21</i>
<i>TRANSGENDER AND NON-CONFORMING STUDENTS</i>	<i>22</i>
<i>SEXUAL DISCRIMINATION</i>	<i>23</i>
<i>STUDENT COMPUTER AND INTERNET USE</i>	<i>24</i>
<i>EMERGENCY INFORMATION</i>	<i>25</i>
<i>CUSTODIAL/GUARDIANSHIP INFORMATION</i>	<i>25</i>
<i>SCHOOL TO HOME COMMUNICATIONS</i>	<i>25</i>
<i>WINDHAM CENTER SCHOOL COMMUNICATION</i>	<i>26</i>
<i>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</i>	<i>26</i>
<i>STUDENT SEARCHES</i>	<i>26</i>
<i>VISITORS TO THE SCHOOL</i>	<i>27</i>

<i>DAILY SCHEDULE</i>	28
<i>EARLY RELEASE DAY SCHEDULE</i>	28
<i>DELAYED OPENING</i>	28
<i>VACATIONS</i>	28
<i>Waukegan INDHAM SCHOOL DISTRICT 2020-2021 SCHOOL CALENDAR</i>	29
<i>ATTENDANCE</i>	30
ABSENCES	30
TRUANCY	30
ABSENCE NOTIFICATION	31
FAMILY VACATIONS AND EDUCATIONAL OPPORTUNITIES	31
<i>SCHOOL BUS INFORMATION</i>	31
BUS ROUTES	31
BUS TRANSPORTATION	31
VIDEO AND AUDIO ON BUSES	31
RECORDING DEVICES ON SCHOOL BUSES	32
SCHOOL BUS RULES	33
RIDING THE BUS	33
<i>DISMISSALS/ARRIVALS</i>	34
EARLY RELEASE DAY SCHEDULE	35
DISMISSAL PLANS AND CHANGES	36
CHANGING BUSES	36
RIDING BICYCLES TO SCHOOL	36
HEALTH OFFICE/NUTRITION SERVICES	36
<i>PHYSICAL EXAMINATIONS OF STUDENTS</i>	36
HEALTH OFFICE	37
STUDENT HEALTH SERVICES AND REQUIREMENTS	37
IMMUNIZATIONS OF STUDENTS	37
ADMINISTERING MEDICINES TO STUDENTS	37
<i>SCHOOL GUIDELINES FOR STUDENT ILLNESS</i>	39
CONCUSSIONS AND HEAD INJURIES	39
SCHOOL INSURANCE	39
FEMININE HYGIENE PRODUCTS	39
DRESS CODE	39
WELLNESS	40

FOOD ALLERGIES	41
FOOD SERVICE MANAGEMENT	41
AVAILABILITY, DISTRIBUTION AND EDUCATION SURROUNDING HEALTHY FOODS	41
FREE AND REDUCED-PRICE LUNCH POLICY	42
<i>CLASS CELEBRATIONS</i>	43
<i>STUDENT BIRTHDAYS</i>	43
<i>FIELD TRIPS</i>	43
<i>AFTER-SCHOOL ACTIVITIES</i>	43
STUDENT FUND-RAISING ACTIVITIES	44
<i>STUDENT REGISTRATION/ENROLLMENT</i>	44
<i>REGISTRATION</i>	44
<i>TRANSFERS</i>	44
<i>ADMISSION OF HOMELESS STUDENTS</i>	44
ADMISSION OF NON-RESIDENT STUDENTS	45
<i>INFOSNAP — STUDENT INFORMATION SYSTEM</i>	45
<i>TUTORING FOR PAY</i>	45
LOST & FOUND	45
<i>TRADING CARDS, ELECTRONIC DEVICES, AND VALUABLE/SPECIAL BELONGINGS</i>	46
<i>WINDHAM SCHOOL DISTRICT POLICIES</i>	46
<i>COMMUNITY INVOLVEMENT</i>	46
WINDHAM PTA	46
VOLUNTEERS	47
VOLUNTEERING PROCEDURES AT WINDHAM CENTER SCHOOL	47