



# **STUDENT/PARENT HANDBOOK**

## **2022-2023**

### **WINDHAM CENTER SCHOOL**

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

Visit us:

[www.windhamsd.org](http://www.windhamsd.org)

<https://www.facebook.com/WindhamCenterSchool>

<http://www.twitter.com/CenterWindham>

<https://www.instagram.com/windhamcs/>

**Student Safety Line to Report Student Absences: (603) 845-1554**

**Email to: [wcsattendance@windhamsd.org](mailto:wcsattendance@windhamsd.org)**

*Pending Approval by Windham School Board.*



## DISTRICT MISSION

The mission of The Windham School District is to be a continuously improving, learning community, providing quality services to enable all children to master the knowledge and competencies necessary to function skillfully throughout life.

## WINDHAM CENTER SCHOOL VISION

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

## WINDHAM CENTER SCHOOL 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*



## Principal's Message

Dear Windham Center School Families,

Welcome to the 2022-2023 school year! As an upper elementary school, our vision is to instill a world-class education through the core values of empathy, equity and inclusion for our students so that they may ultimately become upstanding members of society. Our mission is realized through the delivery of opportunities that are designed to promote a love for learning, respectful relationships, grit, equity, diversity, and global citizenship. Together, we promote a culture and climate of academic excellence that is rooted in a simple theory that kindness matters at our school.

The Windham Center School Handbook 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. We encourage you to discuss any questions or concerns that may arrive with the appropriate staff members or administration. More information can be found on the Windham Center School website: <https://wcs.windhamsd.org>. For your convenience, several Windham School District policies are included in this handbook. A complete list of school board policies can be found on the district website, WSD Policies. We hope that each student has a productive and rewarding school year!

Sincerely,

B.J. Martin, Principal

For a complete list of WSD Policies and Procedures, click on the link below.

[WSD Board Policies and Procedures](#)

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## WINDHAM CENTER SCHOOL ADMINISTRATIVE STAFF

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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** - Mrs. B.J. Martin

**Assistant Principal** - Mrs. Nadine Herard

**Director of Special Education** - Mrs. Christina Kaskiewicz

### **CURRICULUM DIRECTORS**

**Director of Mathematics**- Cathy Croteau

**Director of English Language Arts**- Jessica Benson

**Director of Science and Engineering**- Karalyn Gauvin

**Director of Social Studies and World Languages**- Joshua Bashalany

**Director of Fine Arts**- Susan Kalil

**Director of Assessment & Accountability**- Dr. Erin Hagerty

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

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**SAU #95 ADMINISTRATIVE STAFF**

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<b>Superintendent of Schools</b>	<b>Dr. Kori Alice Becht</b>
<b>Assistant Superintendent of Schools</b>	<b>Nancy Milligan</b>
<b>Director of Business, Finance and Operations</b>	<b>Dalisa Greenleaf</b>
<b>Executive Director of Special Services</b>	<b>Ken Duesing</b>
<b>Manager of Facilities and Grounds</b>	<b>Jeff Hanulec</b>
<b>Executive Director of Technology</b>	<b>Dr. Harry Bennett</b>
<b>Assistant Business Administrator</b>	<b>Cary Soto-Lozada</b>
<b>Director of Human Resources</b>	<b>Kate Hennigar</b>

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**ADMINISTRATIVE INFORMATION**

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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:**

<b>Golden Brook School</b>	<b>8:40 a.m. - 2:50 p.m.</b>
<b>Windham Center School</b>	<b>7:40 a.m. – 2:20 p.m.</b>
<b>Windham Middle School</b>	<b>7:30 a.m. – 2:20 p.m.</b>
<b>Windham High School</b>	<b>7:52 a.m. – 2:17 p.m.</b>

- Center School MORNING BELL RINGS AT **7:40 A.M.** Considered tardy @ **7:38 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 **7:37 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.**

# Windham School District 2022-2023 CALENDAR

Revised January 18, 2022

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	NO	NO	24	25	26	27
28	TW	TW	31			
						1

22 New Teacher Orientation  
23 New Teacher Orientation  
29 Staff 1<sup>st</sup> Day/Opening  
Breakfast/Teacher  
Workshop Day  
30 Teacher Workshop Day  
31 Students 1<sup>st</sup> Day of School

February 27-March 3 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				
						18

SEPTEMBER						
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	
						21

5 Labor Day-No School

14 Teacher Workshop-No School

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

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

5 Early Release  
10 Columbus Day-No School

24-28 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						15

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

8 Teacher Workshop-No  
School  
11 Veterans Day-No School  
23-25 Thanksgiving Recess

25 Early Release  
29 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	ER	26	27
28	29	30	31			
						22

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

8 Early Release  
26-30 Winter Recess

13 Projected last day of School-Early Release  
14-20 Snow Days

JUNE						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	ER	S	S	S	17
18	S	S	S	S	S	24
25	26	27	28	29	30	
						9

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	ER	26	27	28
29	30	31				
						21

16 Martin Luther King Jr. Day-  
No School  
25 Early Release

Holiday or Recess  
 Early Release  
 Student's 1<sup>st</sup> Day of School  
 Teacher Workshop-No School  
 Snow Days

\*180 Instructional Days



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**CURRICULUM**

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**FIFTH AND SIXTH GRADE Curriculum Links:**[Grade 5 Curriculum Link](#)[Grade 6 Curriculum Link](#)

Please follow the links above for the most up-to-date curriculum overviews for Windham Center School.

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**UNIFIED ARTS CURRICULUM**

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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.

**HEALTH - 1 Class Period per Week (GRADE 6 ONLY)**

All 6<sup>th</sup> 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 healthy living. The 6th grade will cover the following topics: Nutrition, Tobacco Use, Mental Health, and Injury Prevention.

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 6<sup>th</sup> grade curriculum offered by Common Sense Media. These lessons 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 5<sup>th</sup> and 6<sup>th</sup> grade students will attend Spanish class once per week. Early conversational skills and vocabulary will be covered during the two-year span.

### **W.I.N (What I Need)**

Students in Grades 5 and 6 will continue to develop their skill with a focus on literacy, mathematics, and social/emotional learning. Students will spend time reviewing and building upon fundamental key concepts while receiving support.

### **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.

### **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.

### [Unified Arts Curriculum Link](#)

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

**Positive Behavior Interventions (PBIS)/Social Emotional Learning (SEL)** pushed into the classroom community.

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## PARENT/TEACHER CONFERENCES

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Parent/Teacher Conferences are held in November and March. 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.

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## GRADING SYSTEM

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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.

### [WSB 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% based on homework.

The Grading System at WCS is based on STANDARDS (such as algebraic thinking in math) not on CATEGORIES (such as formative and summative). Each department has 3 to 4 standards. Each standard is weighted based on focus areas (for a total of 95%). In Class Practice/Homework is also a standard (up to 5%). The number of possible points for each standard will be dependent on the course.

### **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).

## **WCS Retake Procedure**

1. Summative assessments will be eligible for a retake assessment. Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
2. Initiating Retakes:

### **Grade 5**

- When a student scores below 80% a teacher will recommend a re-take to the student and send home the Wildcat Retake Form to be signed by parents deciding if they wish to have a retake.
- The signed form will need to be returned within 48 hours of being sent home.

### **Grade 6**

- Trimester 1-When a student scores below 80% a teacher will recommend a re-take to the student and send home the Wildcat Retake Form to be signed by parents deciding if they wish to have a retake.
  - The signed form will need to be returned within 48 hours of being sent home.
  - Trimester 2-Parent and or student can initiate a retake by completing the Wildcat Retake Form, or emailing their teacher requesting the retake.
3. Remediation work will be required prior to each and every re-take opportunity. Teachers will detail their remediation process on the retake form that is sent home.
  4. To be eligible for retakes where a study guide has been provided, a student must have completed the study guide prior to the original summative assessment.
  5. When appropriate and based on a student's performance, teachers may choose to have student(s) retake only a portion of the assessment.
  6. Due to emergency or extenuating circumstances, teachers may request, pending administration's approval, individual exceptions to these protocols may be implemented.
  7. There may be times due to the closing of a trimester and report cards being issued that a summative assessment retake may not be feasible.

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## HOMEWORK

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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 assignments. 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. 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.

[WSD 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% of a student's overall grade.

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## PROGRESS REPORTS / REPORT CARDS

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### **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 electronically.

### **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 As and Bs.

**High Honor Roll Criteria:** All As.

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## PROMOTION/RETENTION OF STUDENTS (K-8)

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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.

[WSD Policy IKEB](#)

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## STANDARDIZED TESTING

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Students will participate in a computer-based, adaptive assessment called STAR. This assessment will be administered in the fall, winter and spring. The results from this assessment will be utilized to influence instructional decisions in the areas of reading and mathematics. Parents will receive their student's scores after each benchmark window administration.

Students will also participate in the New Hampshire Statewide Assessment System, commonly referred to as NH SAS. This test is a next-generation assessment that accurately measures student progress in mathematics and English language arts each spring. Additionally, fifth grade students will also be assessed in the content area of science using the NH SAS Assessment.

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## CLASSROOM PLACEMENTS

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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.

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## STAFF AND STUDENTS' ACCEPTABLE USE OF TECHNOLOGY

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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 GBEF](#)

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## COMMUNICATION WITH PERSONAL ELECTRONIC DEVICES

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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. Non Consensual 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

[WSD Policy JICJ](#)

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## DATA SECURITY AND PRIVACY PLAN

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Please click the link below to view the Windham School District Data Security and Privacy Plan.

[Data Security & Privacy Plan](#)

## STUDENT SERVICES

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### SPECIAL SERVICES PROGRAMS

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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) are identified and receive individualized education programs and services designed to meet their unique needs; and be provided access to the 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 peers with disabilities.
- Services and evaluations 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 multiple 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 weaknesses 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:



- a. The child has an educational disability,
  - b. There is an adverse effect on the child's education and,
  - c. 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 peers without disabilities to the maximum extent appropriate.
6. The IEP is monitored and progress is reviewed.
7. Annual Review of the IEP.
8. Re-evaluation every 3 years to determine if the student still qualifies for special education.

### **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 peers without disabilities. 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.

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. Please follow the link below for more detailed information: [NH Procedural Safeguards Handbook](#)

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## **CHILD FIND**

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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 overall education and development, please contact Windham Center School, 845-1554, to discuss the referral process in more detail.

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## **OCCUPATIONAL THERAPY**

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Occupational Therapy is a related 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.

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## **SPEECH & LANGUAGE**

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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.

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## **SPECIAL EDUCATION STAFF**

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We have Special Education teachers assigned to each grade level. Teachers are responsible for working with students who have been identified with an educational disability 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 ensure 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.

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## **SCHOOL COUNSELING**

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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).

Whenever a student is seen individually or in a 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.

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## **RESPONSE TO INTERVENTION (RTI)**

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### **Introduction**

Changes in federal and state laws have directed schools to focus 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-tiered 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 monitor any progress that these students are making in their problem areas.

These progress monitoring techniques used within the RTI process provide information that allows teachers 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.

### **How Can I Learn More?**

Learn more about RTI online by following these links: <https://mtss4success.org/>

### **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.

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## **ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)**

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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**

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## **SCHOOL BEHAVIOR PLAN**

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At Windham Center School, we know that children need to learn during the upper 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. This philosophy, in conjunction with the Positive Behavior Intervention and Support (PBIS) 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.

### **WCS Wildcat Way Core Values**

- R-respect
  - Yourself, others and your community
- O-pportunity
  - Use your GRIT

- A-chievement
  - Always try to improve.
- R-esponsibility
  - For your choices.

### **WCS Wildcat Way Expectations**

- **Bus Expectations**
  - Follow all bus driver directions.
  - Pick a seat and stay seated at all times
  - Use partner voices
  - Use kind words and actions
  - Report dangerous, destructive, or threatening behaviors
  - Keep the bus clean
  - Cell phones must remain in your bags and cannot be used at any time
- **Cafeteria**
  - Listen to adult directions
  - Use partner voices
  - Use kind words and actions
  - Voices off during announcements
  - Choose your seat and stay at that table
  - Ask permission before leaving your table or the cafe
  - Touch only your food
  - Food is for eating only
  - Clean up your area and pick up trash around you
- **Playground**
  - Use kind words and actions
  - Use equipment appropriately
  - Follow adult directions
  - Use good sportsmanship
  - Line up quickly and quietly
  - Report dangerous, destructive, or threatening behaviors
- **Hallway**
  - Walk to the right and maintain personal space
  - Make room for others to pass and help those in need
  - Use partner voices
  - Go directly to your destination
  - Keep floors clean and lockers closed
  - Follow adult directions
  - Report problems
- **Bathrooms**
  - Allow for privacy
  - Use partner voices
  - Flush the toilet and keep bathrooms clean

- Wash hands
- Return directly to class
- **Internet/Technology**
  - Access only appropriate websites
  - Use equipment for school educational purposes
  - Use kind words and actions
  - Report dangerous, destructive, or threatening behaviors
  - Personal cell phones and devices are put away during school hours unless otherwise permitted.
  - Bring charged chromebook to school each day
- **WCS Breakfast**
  - Listen to adult directions.
  - Use partner voices.
  - Use kind words and actions.
  - Food is for eating only.
  - Clean up your area and pick up trash around you.
  - Return to homeroom by 7:35.

[WSD Policy EHAA](#)

## **Wildcat Way Expectation Plan**

### **Beginning of the Year Expectations**

- **September/October:**

All Wildcat Way Expectations will be directly taught, reviewed and reinforced by teachers and administrators.

- The administration and classroom teachers will teach individual PBIS lesson plans which include cafeteria, lunch, playground, breakfast, bus, bathroom, classroom, lockers, hallway, and assembly expectations.

- **First Month PBIS Focus:**

- Grade levels will receive Paws for following the Wildcat Way.
- After 15 Paws earned in September they will earn music the following day during lunch.
- In the month of October the Golden Plate will begin weekly on Fridays for both grade levels.
- No individual tickets will be issued during the month of September, but will resume in October.

- **Monthly Focus and Celebration:**

- Each month WCS will focus on a specific area based on schoolwide SWIS data which will show the areas of the building that need to be targeted. For example, we may focus on the hallway or playground for the entire month of October.

- **Third Week of School**

- Students will be introduced to the Wildcat Way PBIS/SWIS Referral Form to include understanding of logical consequences and staff will continue to teach, model and remind students of expectations.

- **Wildcat Way PBIS/SWIS Referral Forms**

- The fourth week of school the Wildcat Way PBIS/SWIS referrals will begin.

- **Major Behaviors First Weeks of School**

- If at any point during this time there is a significant major behavior, students will visit with administrators and consequences could occur.

### **Minor Behaviors**

- Minor Behaviors are teachable moments and are reviewed between student and classroom teachers.

### **Major Behaviors**

- If a major behavior occurs, please fill out the Wildcat Way PBIS Form ASAP for administration to meet with the student. It is important that the administrator handling the incident has a clear understanding of what happened.

### **Positive Behavior Reward Ticket System**

- Students will receive raffle tickets for following the behavior expectations.
- Students will put tickets in a box which will be counted each Friday. A running tally will be announced on Mondays.
- Pull one ticket from each grade at the end of the week to earn a prize.
- Grade levels will earn prizes once they reach their goal.
- For Example: 400 Tickets- Music at lunch, 800 Tickets Extra Recess, 1200 Ice Cream Party, 1500 Popcorn and Movie afternoon.

### **Referrals/Resources:**

- [WCS PBIS/SWIS Referral Form](#)
- [Response to Problem Sheet](#)
- [WCS Think Sheet](#)
- [Signout Sheet](#)

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## **BUILDING RESPONSIBILITIES/EXPECTATIONS/RECESS**

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### **Recess Responsibilities:**

Students will have a 15 minute recess. Students are encouraged to dress appropriately (boots and snow gear) during the winter months. There will be outdoor recess, weather permitting. Students are expected to 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 a safety issue.

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

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## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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### 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.

**[WSD Policy JICD](#)**



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## STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

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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.

Please see below the WSD Policies, Bullying: Pupil Safety and Violence Prevention Policy, JICK and Sexual Discrimination.

[WSD Policy JICDD](#)

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## BULLYING: PUPIL SAFETY AND VIOLENCE PREVENTION POLICY – JICK

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*See Also: JBAA, JIC, JICD, IHBA*

### PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

#### **I. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))**

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the district reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- A. occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- B. occurs off 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.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

#### **II. Definitions (RSA 193-F:3)**

**A. Bullying.** Bullying is hereby defined as a single significant incident or a 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 a pupil.
3. interferes with a pupil's educational opportunities.
4. creates a hostile educational environment.

5. substantially disrupts the orderly operation of the school.

**Legal References:** RSA 189:70, Educational Institution Policies on social media RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Windham School Board	Policy Code: JICK
Adopted: January 4, 2011 Adopted NHSBA lettering on January 19, 2021 (was JICBB) Revised: July 12, 2022	

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

Bullying could be criminal conduct and under certain circumstances (e.g., physical harm, touching, or damage to property) bullying or cyber-bullying may constitute a violation of the Safe School Zones Act or abuse under RSA 169-C, the Child Abuse Reporting Act. In such situations, employees, volunteers, and contractors shall comply with the provisions of the school district's policy concerning the Safe School Zones Act and the law which in part requires reporting to the principal and requires the principal to file a written report with the police within 48 hours and to notify the victim's parents and guardians that a report has been filed.

Bullying or cyber-bullying may constitute sexual harassment, in which case that conduct shall be subject to and be handled in accordance with the school district's sexual harassment and sexual violence policy, not this policy.

**B. Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken using electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

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

**D. School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

**E. Perpetrator.** A perpetrator is an individual who engages in bullying or cyberbullying.

**F. Victim.** A victim is someone against whom bullying, or cyberbullying has been perpetrated.

**G. Educational opportunities.** Educational opportunities are curricular and extracurricular programs and activities offered by the district.

**H. Hostile educational environment.** A hostile educational environment is 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).

**I. Emotional distress.** For the purposes of this policy, the term 'emotional distress' means stress that

impairs the student's participation in academic or other school sponsored activities. The term 'emotional distress' does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint.

**J. Substantial disruption to orderly operations of the school.** 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 extra-curricular programs and activities offered by the district. Any reference in this policy to "parent" shall include parents or legal guardians.

### **III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))**

**A. False Reporting.** A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, district policies, procedures, and collective bargaining agreements.

**B. Reprisal or Retaliation.** The district will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity, and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**C. Process To Protect Pupils from Retaliation.** If the alleged victim or any witness expresses to the principal or other staff member that he/she believes he/she may be retaliated against, the principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

### **IV. Protection of all Pupils (RSA 193-F:4, II(c))**

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether such pupil or school-aged person is a student within the district.

### **V. Disciplinary Consequences for Violations of This Policy (RSA 193-F:4, II(d))**

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and

school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

## **VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))**

**A. Staff and Volunteers.** All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.). The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

**B. Students.** All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

**C. Parents.** All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. report bullying when it occurs.
2. take advantage of opportunities to talk to their children about bullying.
3. inform the school immediately if they think their child is being bullied or is bullying other students.
4. cooperate fully with school personnel in identifying and resolving incidents.

**D. Additional Notice and School District Programs.** The Board may, from time to time, host, or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

## **VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f)).** At each school, the principal shall be responsible for receiving complaints of alleged violations of this policy.

### **A. Student Reporting.**

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the principal. If the student is more comfortable reporting the alleged act to a person other than the principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of the that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers, and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous

report shall be necessary for any disciplinary action to be applied.

4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

5. Upon receipt of a report of bullying, the principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### **B. Staff Reporting.**

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.

2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.

3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of the that school day.

4. Upon receipt of a report of bullying, the principal shall commence an investigation consistent with the provisions of Section XI of this policy.

### **VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))**

In order to satisfy the reporting requirements of RSA 193-F:6, the principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

### **IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))**

The principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **X. Waiver of Notification Requirement (RSA 193-F:4, II(i))**

The Superintendent may, within a 48-hour period, grant the principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

### **XI. Investigative Procedures (RSA 193-F:4, II(j))**

**A.** Upon receipt of a report of bullying, the principal shall, within 5 school days, initiate an investigation into the alleged act. If the principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

**B.** The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be

interviewed together during the investigation.

**C.** If the alleged bullying was in whole or in part cyberbullying, the principal may ask students and/or parents to provide the district with printed copies of e-mails, text messages, website pages, or other similar electronic communications.

**D.** A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

**E.** Factors the Principal or other investigator may consider during the investigation, including but not limited to the following:

- The description of incident, including the nature of the behavior;
- The frequency of the alleged conduct;
- The characteristics of parties involved, (name, grade, age, etc.);
- The identity and number of individuals who participated in the bullying behavior; • Where the alleged incident(s) occurred;
- The date, time and method in which parents or legal guardians of all parties involved were contacted.
- Whether the alleged conduct physically harmed the alleged victim or damaged the alleged victim's property;
- Whether the alleged conduct caused emotional distress to the student;
- Whether the alleged conduct adversely affected the student's education or educational environment; and
- Whether the alleged victim felt or perceived an imbalance or power because of the reported incident.

**F.** The principal shall complete the investigation within 10 school days of receiving the initial report. If the principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the principal shall notify in writing all parties involved of the granting of the extension.

**G.** Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the principal.

**H.** Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

**I.** Consistent with applicable law, the district will not require or request that a student disclose or provide to the district the student's username, password, or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

## **XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according

to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect, and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline to remediate substantiated instances of bullying.

Nothing in this policy shall supersede the disciplinary procedures of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, including the protections offered through the manifestation determination process.

### **XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l))**

The principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the principal's investigation.

### **XIV. Communication with Parents Upon Completion of Investigation (RSA 193-F:4, II(m))**

- A.** Within two school days of completing an investigation, the principal will notify the students involved in person of his/her findings and the result of the investigation.
- B.** The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
- C.** If the parents request, the principal shall schedule a meeting with them to further explain his/her

findings and reasons for his/her actions.

**D.** In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the district will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

## **XV. Appeals**

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families, and the district that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

## **XVI. School Officials (RSA 193-F:4, II(n))**

The Superintendent of schools is responsible for ensuring that this policy is implemented.

## **XVII. Capture of Audio Recordings on School Buses**

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

## **XVIII. Use of Video or Audio Recordings in Student Discipline Matters**

The district reserves the right to use audio and/or video recording devices on district property (including school buses) to ensure the health, safety and welfare of all staff, students, and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

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.

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## TRANSGENDER AND NON-CONFORMING STUDENTS

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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](#)

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## SEXUAL DISCRIMINATION

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**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. Bullying may constitute sexual harassment in which case it shall be subject to the School District's Policy JBAA.

## **II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

### **Sexual Harassment:**

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

### **WSD Policy ACAC**

**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.

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

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

**(Additional Source: WSD Policy ACAC - Title IX Sexual Harassment)**

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## **STUDENT COMPUTER AND INTERNET USE**

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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 EHAA](#)

[WSD Policy LJNDB](#)

[WSD Acceptable Use Policy EGA](#)

[Student Chromebook K-12 Insurance Fee](#)

## **SAFETY/EMERGENCY INFORMATION (COMMUNICATION)**

### **SAFETY/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.

#### **School Safety**

Each Principal shall be responsible for the supervision and implementation of safety programs in his/her school, inclusive of school busses, school grounds, during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), school sanctioned activities off school grounds (including, but not limited to, work based learning and internships), and in the use of online resources.

[WSD Policy EBB](#)

#### **School Resource Officer**

An officer of the Windham Police Department is assigned to the Windham Center School and Windham High School. The officer is an integral part of the school community and the officer works closely with the school counselor,

administration, students and their parents. An additional officer is assigned to Golden Brook School and Middle School.

### **Supervision of Students**

The Building Principal is responsible for administering and supervising the school, the general conduct of students, both on school premises and during school-sponsored activities off school grounds. Students should be under the supervision of a member of the school staff at all reasonable times while they are in school or attending school functions. All school staff shall ensure the safety of students even when they are not specifically scheduled for supervisory duty.

[WSD Policy JLIA](#)

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## **CUSTODIAL/GUARDIANSHIP INFORMATION**

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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.

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## **SCHOOL TO HOME COMMUNICATION**

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### **SCHOOL MESSENGER NOTIFICATIONS**

The Windham School District uses **School Messenger** to communicate emergencies, school closings and delays, newsletters, school announcements, athletic updates, and many other types of information.

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 may 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.

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## WINDHAM CENTER SCHOOL COMMUNICATION

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

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

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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### 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. 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.

[WSD Policy JRA](#)

### NON-CUSTODIAL PARENTS

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

[WSD Policy EH](#)  
[WSD Policy EH-R](#)

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## STUDENT SEARCHES

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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.

[Student Interviews and Interrogations](#)

[WSD Policy JIH](#)

[WSD JIHD Policy](#)

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## SCHOOL VISITORS

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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](#)

## SCHEDULES

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### DAILY SCHEDULE

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**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**

**Please see your child's academic schedule that is located in their Go Folder.**

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## EARLY RELEASE DAY SCHEDULE

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### LUNCH/RECESS

- **Grade 5 Lunch**-9:10-9:35 a.m.
- **Grade 5 Recess**-9:35-9:50 a.m.
- **Grade 6 Lunch**-9:45-10:10 a.m.
- **Grade 6 Recess**-10:10-10:30 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 <https://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.

## ATTENDANCE

### ABSENCES

Attendance in 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.

[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, parents/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 parents/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.

## **TRANSPORTATION**

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## **SCHOOL BUS INFORMATION**

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## **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](mailto: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 the administration. Parents will be notified of the infraction either in writing or by phone.

[WSD Policy EEA](#)

## **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 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.

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## **RECORDING DEVICES ON SCHOOL BUSES**

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### **RECORDING DEVICES:**

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.

### **NOTICE**

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

### **STORAGE/MAINTENANCE OF RECORDINGS:**

All recordings are the property of the Windham School District and shall be maintained in accordance with federal and state law and this policy. After a recording has been made the recording will be retained at the transportation office of the District's transportation carrier for a period of ten (10) school days. If no request by the District for a recording is made within ten (10) working days of recording, the recording shall be erased and reused. Recordings requested by an authorized District official (the superintendent, assistant superintendent, building principal, vice principal or the District's transportation coordinator) will be provided to and be retained by the School District pursuant to this policy. Recordings provided to the District may be used in discipline of students and shall be retained by the District until the final resolution of any discipline, including the time for appeal. Recordings provided to the District not used for discipline will be erased and reused at the direction of the superintendent.

**Right to Review Recordings:** A request by an authorized district official to the District's transportation carrier for a recording may be made after an incident or concern is reported by a bus driver, transportation company representative, school administrator or a parent or guardian whose child rides the route in question.

Once a request for a recording is received by the District, only an authorized school official or transportation company official may review the recording. A parent or guardian of any student subject to discipline may request and be granted by the Superintendent the right to review a recording if the recording is to be used in a disciplinary proceeding. Only those portions of a recording relevant to the incident or concern may be reviewed and only those portions relevant to a discipline matter may be used in a disciplinary proceeding.

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

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

[\*\*WSD Policy ECAF\*\*](#)

## **SCHOOL BUS RULES**

### **Student Conduct on School Bus WSD Policy JICC**

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus stop until they exit the bus stop.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook.

### **Student Rules and Conduct on the School Bus WSD Policy JICC-R**

1. Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Pupil shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
3. Pupil shall wait in an orderly line and avoid horseplay.
4. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Pupil shall go directly to an available or assigned set when entering the bus and move in toward the window.

6. Pupil shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
7. Everyone shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Pupil is permitted to carry only objects that can be held on his/her lap, unless authorized by school personnel.
9. Pupil shall refrain from throwing or passing objects on, from or into buses.
10. Pupil shall refrain from eating and drinking on the bus.
11. Pupil shall respect the rights and safety of others.
12. Pupil shall refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned. (Exceptions will only be made with a note from a principal.)
13. Pupil is prohibited from extending head, arms or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
14. Only authorized riders will be permitted on the bus.

**Bus Riding Privilege:** The privilege 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. Should an infraction occur, the following actions will take place:

- The Principal/Assistant Principal will meet with the student to discuss the written complaint reported by the bus driver.
- Consequences will be issued by administration and all parties will be informed of the decision. In extreme cases or multiple offenses, the administration reserves the right to deny bus privileges permanently or for extended periods of time. Parents have the right to appeal any decisions of bus privilege suspension.

[WSD Policy JICC-R](#)

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## DISMISSALS/ARRIVALS

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### **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. You will complete a tardy pass in the foyer and then enter the office. You will sign your child into the blue book and they will bring their tardy 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.

Parents and or guardians will be asked to present a driver's license when picking up their child. Our office staff see many parents each day, please have your ID ready.

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.

### **WSD EEAG POLICY**

The Windham School District has certain legal responsibilities to arrange and/or pay for transportation of students in grades 1-8, vocational students being sent to a receiving district, and students with educational disabilities to carry out the provisions of an IEP. It is implied that the transportation is safe. Windham School Board policy requires that all students transported to and from school sponsored activities must use District provided transportation. In no case may a student, regardless of age, drive to and from field trips, athletic contests, or other school sponsored activities for which transportation is arranged by the school or school organization unless prior authorization is granted by the Superintendent or his/her designee using the Parental Transportation Consent Agreement and/or the Student Self Transportation Consent Agreement (EEAG-R). Any such approval will be on an exceptional basis. Students requesting permission to self-transport must receive prior approval. In such cases, student must provide:

- a waiver signed by parents acknowledging that the student is transporting him/herself between WHS and the technical/vocational center
- a copy of the student's driver's license
- proof of auto liability insurance

In no case may a student transport another student for school authorized transportation. In no case may a student perform [or use private transportation for] errands for the school or school personnel. In no case may a parent transport another student who is not their child. Individuals providing unauthorized student transportation do so at their own expense and liability. (See EEAG-R)

Any private citizen using their own or a rented vehicle to provide school-authorized student transportation must have a valid driver's license and provide proof of auto liability insurance of \$100,000 per person and \$300,000 per accident (minimum desired coverage).

A person under contract to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the N.H. Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards. (Parents



transporting their own children are exempt from this requirement, even if reimbursed by the School District.)

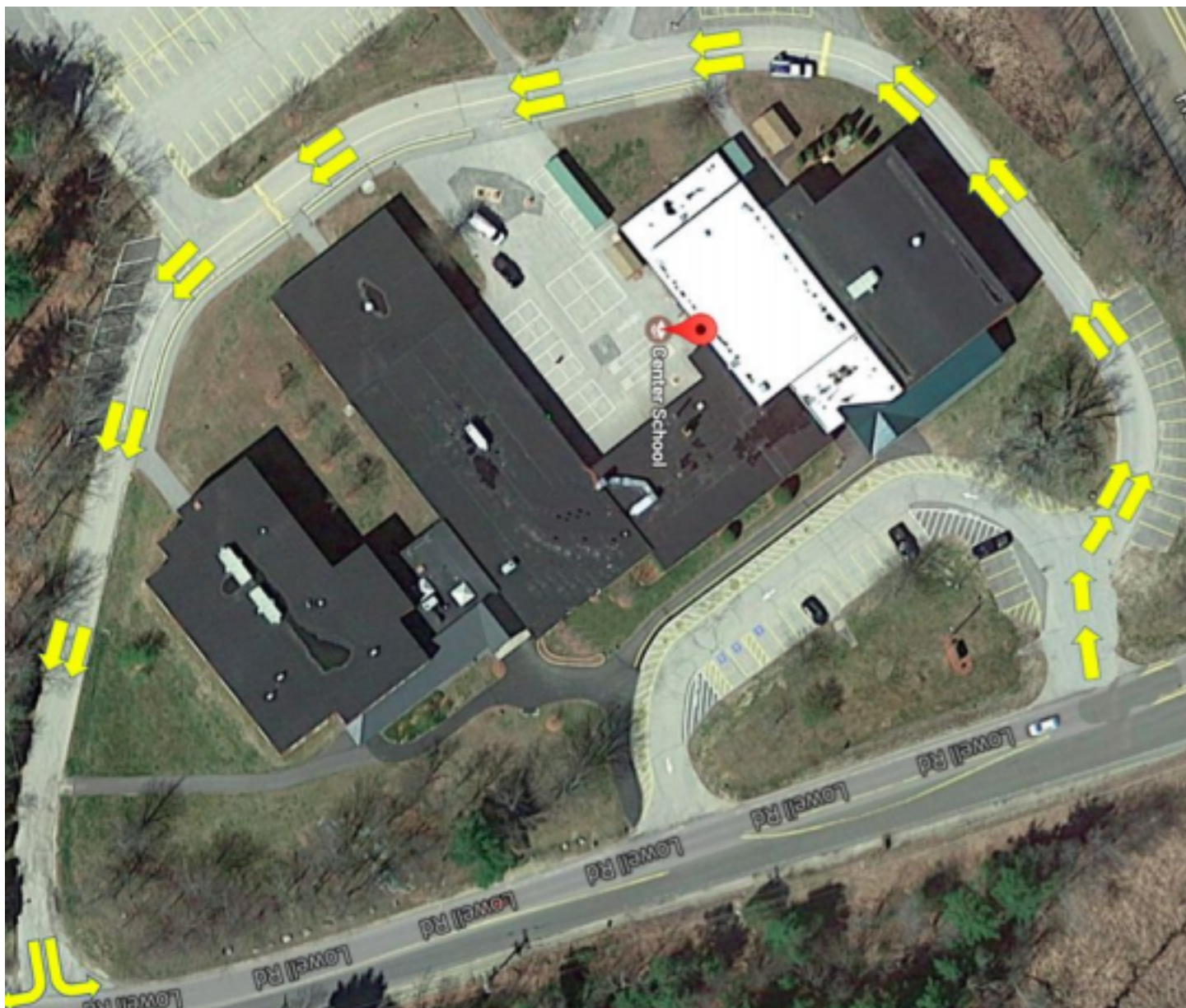
Reimbursement for use of private vehicles may be made, but only if the individual has prior approval of the designated administrator.

Those providing transportation on an incidental basis, i.e. not specifically as part of a contract to transport, must have a valid driver's license, and a vehicle which has a current N.H. inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

The Board specifically forbids any employee to transport students for school purposes without prior written authorization by the Superintendent/designee.

In no case may a district employee transport a student in a private vehicle unless the employee has a valid School Bus Driver Certificate from the N.H. Department of Safety. This prohibition does not apply to "Mixed Use" School Buses under RSA 259:96-a.

### 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 <https://www.pickuppatrol.net/> for additional information.

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

- Parents are 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.

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## PICKUP PATROL INSTRUCTIONS

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### Convenient

Submit changes from your computer or smartphone.



### Flexible

Make plan changes days, weeks, or months in advance.



### Better Communication

Tracking of student plans is more accurate and efficient.



### Safe & Secure

Student data is secure and the program is managed entirely by our school staff.



PickUp Patrol eliminates the need to write notes or make phone calls when changing your child's dismissal plans.

### REGISTER

- When it's time to sign up, you'll receive a Registration Email. Use the provided link to create a password.
- Already registered? Add [app.pickuppatrol.net/parents](http://app.pickuppatrol.net/parents) to your home screen for easy access.



### MAKE A PLAN CHANGE

Submit a plan change whenever there is a change to your child's regular schedule. Select:

- 1 A date
- 2 Your child
- 3 A plan change option and a message if needed
- 4 Hit submit and that's it!

### AFTER YOU HIT SUBMIT

- Our school will be notified of the plan change
- Teachers will relay the information to your child on the day the change occurs
- You'll receive a confirmation email for each change

### CONFIRM YOUR CHILD'S DEFAULT PLANS

A Default Plan is the regular dismissal plan your child follows when no changes have been submitted. For example:

- Katie rides Bus #2 every day
- Jacob goes to Aftercare M, W, F, and is a Pickup every T, H

Please confirm your child's Default Plan the first time you log in.

To learn more visit [www.pickuppatrol.net](http://www.pickuppatrol.net)

## **CHANGING BUSES**

Windham Center School and Windham Middle School no longer allow students to use a bus pass to ride a different bus. 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**

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### **PHYSICAL EXAMINATIONS OF STUDENTS**

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- A. General. Each child must have written evidence of a complete physical examination within one year preceding first entry to school.
  - a. Parents of students transferring to the District must present documentation in evidence of the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.
- B. Conditional Enrollment. If an examination required under paragraph A above has not been performed within the preceding year, the school will accept documentation of an appointment for a physical examination within two months of enrollment, or other time deemed appropriate by the Superintendent/designee.
- C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.
- D. Special Examination. Pursuant to RSA 200:34 every child with a presenting problem and whom the school nurse deems to require further evaluation, may be referred by the school nurse with the consent of the principal, to the parents or guardian of their child for examination and evaluation by an appropriate practitioner. If the parents fail or neglect to have their child examined and fail to present the recommendations from an appropriate examiner within a reasonable period after the referral by the school, the child may be examined by a qualified healthcare provider. In significant cases, the matter may be reported to DCYF pursuant to JLF.
- E. Religious Exemption. 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.
- F. Participation on Athletic Teams. Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exams must be completed at least once every 13-months. This requirement does not apply to students participating in intramural athletics.

[WSD Policy JLCA](#)

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## **HEALTH OFFICE**

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### **STUDENT HEALTH SERVICES AND REQUIREMENTS**

The school nurse is responsible for the administration of health services for Windham Center School. The school maintains a fully equipped health office staffed by a licensed registered nurse who is on duty throughout the school day.

Parents are asked to submit health information via Infosnap at the beginning of the school year and to update the school nurse of any health updates throughout the school year.



All children must have proof of a physical prior to entering school and an updated immunization record (State Law RSA141C20). Pediculosis (head lice), height, weight, vision, and hearing screenings are done on an as-needed basis.

Any child who takes medication in school must meet all state requirements (State Law-326:5) including a written order from the physician allowing the nurse to administer medication at school, a signed form from the parent allowing the nurse to administer medication, and the medication must be in the prescription bottle or original container (the pharmacy can provide a second bottle to be left at school). Students are NOT allowed to keep medications with them in their lockers or backpacks to take during the school day.

- A. General Health Services: The Board may appoint one or more school nurses to carry out appropriate school health-related activities.
- B. School Nurse Qualifications and Responsibilities. A school nurse must be a registered professional nurse licensed in New Hampshire and certified by the New Hampshire Department of Education. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN). As provided by New Hampshire law, the school nurse is responsible for any delegation of health care tasks.

Responsibilities of the 21<sup>st</sup> century school nurse include, but are not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504 and IEP teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues (e.g., emergency, individual student health needs, administration of medication, etc.).

- C. Injuries, Illnesses and Medications. Emergency medical care will be provided pursuant to Board Policy JLCE.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02 and Board Policy JLCD.

Injuries and illnesses occurring during the school day are to be reported to the school nurse or the building principal. Accidents shall be reported in accordance with Board Policy EBB.

### [WSD Policy JLC](#)

#### **Exclusion of Students Who Present a Hazard**

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the School District, or hazard to themselves, is negligible.

Exclusions based upon hazards other than serious communicable disease may only occur with the approval of the Superintendent.

Parents will be notified if their child is excluded from school and provided with criteria for readmission.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to

any child with a disability as defined in Ed 1102.01(t), those laws shall govern and shall supersede this policy to the extent this policy may be inconsistent with those laws.

[WSD Policy JLCA](#)

**COMMUNICABLE AND INFECTIOUS DISEASES:** Please see below the WSD Policy, *Communicable and Infectious Diseases, EBCG EBCF, GBGA, IHAM, JLCA, JLCB & JLCG*

Students and employees of the District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may carry those pathogens, viruses and diseases unknowingly into the school community. The Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are infected.

As described in Board policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of

Health and Human Services (“NHDHHS”), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control (“CDC”)

[WSD Policy EBCG](#)

**1. Students**

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the School District, or hazard to themselves, is negligible. All decisions regarding inclusion or exclusion shall be made consistent with this section and the procedures set forth in section B of this policy.

**2. Employees**

It is the policy of the School Board that employees (which for the purposes of this policy will include individual consultants/contractors, and volunteers) with communicable diseases not be excluded from attending to their customary employment and duties so long as they are physically able to perform tasks assigned to them and so long as their employment results in a situation where the risk of transmission of illness to students or other employees of the District, or hazard to themselves, is negligible.

**Special Circumstances and Conditions.**

The School Board recognizes that some students or employees, because of age, disability or other special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include children who display biting behavior and students and employees who are unable to control their body fluids or have uncovered wounds. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.

**Recommended Guidelines for Exclusion Times**

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

**Guidelines for Communicable Diseases:**

**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**

**COVID-19** We ask your assistance in keeping students and staff healthy. WCS follows the most current guidelines of the NH DHHS regarding symptoms that exclude a student from in person learning. Per the recommendations of NH DHHS, any student who develops new or unexplained symptoms (even if mild) is instructed to get tested for **COVID-19** before returning to school. The list of symptoms includes **fever, chills, shortness of breath or difficulty breathing, sore throat, nasal congestion or runny nose, fatigue, muscle or body aches, headache, loss of taste or smell, and GI symptoms including nausea, vomiting, and diarrhea**. When you get the test results, please email them to our school nurse.

The criteria for your child to return to school is a **negative COVID-19 test AND being fever free for 24 hours without any fever reducing medicine AND improvement in symptoms**.

If you have any questions or concerns please don't hesitate to contact the school nurse in the health office. See WSD policy EBCG for more information.

**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.

## **IMMUNIZATIONS OF STUDENTS**

A. Immunizations Required. Any child being admitted to the District must present written documentation of meeting current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school

All immunizations must meet minimum age and interval requirements for each vaccine. A 4- day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, etc.) that are not administered on the same day must be administered at least 28 days apart.

B. Conditional Enrollment. A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

D. Health and Religious Exemptions.

1. Medical Exemption. A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific

immunization referenced in the physician's written statement, and will continue for the greater of one year or the length of time stated in the physician's statement.

2. **Religious Exemption.** In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, and notarized, stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements may be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

E. **Records.** The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

### **WSD Policy JLCB-Related Policies: EBCF, EBCG, JFABD, JLC & JLCA**

#### **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.

**WSD Policy JLCFA**

**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.

**(Please refer to WSD policies JLCJ and JLCJ-R-WMS)**

**WSD Policy JLCJ**

### **ADMINISTERING MEDICINES TO STUDENTS**

#### **Administering Medication:**

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. Student's name;
  - b. Name and signature of the licensed prescriber and business and emergency numbers;
  - c. Name, route and dosage of each required medication;
  - d. Frequency and time of medication administration or assistance;
  - e. 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;
  - f. Specific recommendations for administering;
  - g. Any special side effect, contraindications and adverse reactions to be observed;
6. 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: 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 JLCC](#)  
[WSD Policy JLCD](#)  
[WSD Policy JLCE](#)

## **TEACHING ABOUT ALCOHOL, DRUGS AND NICOTINE**

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol programming, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

As part of the health education program for grades 5 – 12, the District shall provide age and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using nicotine products, as well as the state laws and related penalties for prohibiting minors using or possessing such products.

The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

[WSD Policy IHAMA](#)

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## SCHOOL GUIDELINES FOR STUDENT ILLNESS

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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](mailto:WCSattendance@windhamsd.org). When the cold and flu season arrives, Windham Center School staff asks for 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.

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## SCHOOL INSURANCE

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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.

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## DRESS CODE

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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 Ready-Set-Go and should come to school with warm clothing, including hats, gloves, boots, snow pants, etc.

**Please label all** 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 if 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.



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 JICA](#)

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## WELLNESS

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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.

[WSD Policy JLCF](#)

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## **FOOD ALLERGIES**

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At GBS/WCS/WMS/WHs, 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. 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.

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## **FOOD SERVICE MANAGEMENT**

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### **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.

[WSD 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.

[WSD 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.



This meal will be charged to the student's meal account at the appropriate rate. 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 notifications 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 accounts. 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**

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### **CLASS CELEBRATIONS**

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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.

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### **STUDENT BIRTHDAYS**

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Student birthdays are special at WCS! Each morning students' birthdays are announced over the intercom during the morning announcements. 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.

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## FIELD TRIPS

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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](#)

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## AFTER-SCHOOL ACTIVITIES

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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 to 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.

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## STUDENT FUND-RAISING ACTIVITIES

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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

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### REGISTRATION

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The Windham School District has a centralized registration procedure. Parents/Guardians can visit [http://www.sau95.org/for\\_parents/new\\_student\\_registration](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**

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## TRANSFERS

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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.

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## ADMISSION OF HOMELESS STUDENTS

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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 preschool 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](#)

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## ADMISSION OF NON-RESIDENT STUDENTS

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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](#)

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## STUDENT INFORMATION SYSTEM - POWERSCHOOL REGISTRATION VERIFICATION

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Prior to the start of the school year, a PowerSchool 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, parental authorization for the Internet Acceptable Use Policy, Bullying Policy, Permission to Publish, Video Permission, and Student Handbook Acknowledgement will be required through the system. If your email address has changed since registering your student or from the previous school year, please contact the WCS Office. If you have not received a Registration Verification email, please contact the WCS Office.

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## POWERSCHOOL UNIFIED CLASSROOM

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PowerSchool, the school district information system, allows parents to access a portal to their student's information and classes via Unified Classroom. Attendance records, teacher's classroom pages, grades and announcements can be viewed in Unified Classroom on a real-time basis. Parents will continue to use their existing account to access Unified Classroom. Parents who are new to the District will be provided with account instructions.

### MISCELLANEOUS

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#### TUTORING FOR PAY

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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](#)

#### **PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS (Data Management):**

The Superintendent is hereby designated the custodian of all "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images or other information of any kind kept maintained by the District.

[WSD Policy EH](#)

#### **RIGHT TO KNOW REQUEST**

These procedures will apply to all requests to inspect or obtain copies of "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

[WSD Policy EH-R](#)

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

Student rights and responsibilities shall be published annually in the applicable student handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to Board Policies JIC and JICD.

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

#### **STUDENT RIGHTS**

1. All students have the right to receive an education.
2. All students have the right to attend school in the district in which they reside or as assigned by the school board.
3. All students have the right to expect that the school will be a safe and healthful place to gain an education.
3. All students have the right to be informed of the school rules and procedures by which the school is governed.
5. All students in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action of the offense.
6. All students have the right of due process in disciplinary matters resulting in suspension from school.
4. All students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Adequate opportunities shall be provided for students to exercise their rights through channels established for considering such complaints.

## STUDENT RESPONSIBILITIES

1. All students have the responsibility to attend school daily and to be punctual in reporting to school classes.
2. All students have the responsibility to assist the school staff in running a safe and healthful school.
3. All students have the responsibility to apply themselves to their school work, complete assignments on time, respect school property and to conduct themselves properly.
4. All students have the responsibility to be aware of all the rules and regulations for student behavior and to conduct themselves in accordance with them.
5. All students have the responsibility to dress in accordance with the dress code in a manner that is both neat and clean, and which does not create a distracting hazard to himself/herself or to others.
6. All students are responsible to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.
7. All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material which is obscene or slanderous, or to defame character, or to advocate violation of federal, state and local laws, or official school policies, rules and regulations.

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## LOST & FOUND

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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.

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## TRADING CARDS, ELECTRONIC DEVICES, AND VALUABLE/SPECIAL BELONGINGS

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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.

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## WINDHAM SCHOOL DISTRICT POLICIES

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Windham School District policies, as well as additional information and resources, may be found on our district website: <https://www.windhamsd.org/>, or follow this link: [Board Policy & Procedures](#).

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## COMMUNITY INVOLVEMENT

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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: <https://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: <https://windhampta.org/> for the most current PTA officers and Information.

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## VOLUNTEERS

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### **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.

[WSD Policy IJOC](#)

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

[WSD Policy GBCD](#)

**Windham Center School**  
**Wildcat Way PBIS Referral Form**

Student Name \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Referring Staff: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

**Problem Behavior**

MINOR	MAJOR (administration intervention needed)
<ul style="list-style-type: none"><li><input type="checkbox"/> Inappropriate verbal language</li><li><input type="checkbox"/> Property misuse</li><li><input type="checkbox"/> Pushing/pulling</li><li><input type="checkbox"/> Throwing of an item</li><li><input type="checkbox"/> Defiance/disrespect/noncompliance</li><li><input type="checkbox"/> Inappropriate behavior</li><li><input type="checkbox"/> Other _____</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Physical aggression</li><li><input type="checkbox"/> Inappropriate/Abusive language</li><li><input type="checkbox"/> Cheating/lying</li><li><input type="checkbox"/> Property damage</li><li><input type="checkbox"/> Theft</li><li><input type="checkbox"/> Social/emotional harm</li><li><input type="checkbox"/> Continued disrespect/noncompliance after warning</li><li><input type="checkbox"/> Other _____</li></ul>

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONSEQUENCE (For office use only)**

Minor: \_\_\_\_\_ Date Served: \_\_\_\_\_

Major(Administrator Consequence): \_\_\_\_\_

Date Served: \_\_\_\_\_

All offenses will be logged in the office and reviewed.

All minors are returned to classroom teacher

All majors require administrator consequence and parent contact





**Windham Center School**  
**Wildcat Retake Request Form**

**The Basics**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Class: \_\_\_\_\_  
Concept to Retest On: \_\_\_\_\_

**Reflect**

Previous Score: \_\_\_\_\_  
Why did you earn this score:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Review**

What activities will you complete to improve your understanding of the concepts?:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Request**

I request the opportunity to retake this concept. I've worked hard to better understand the material and want to show my growth and improvement.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Teacher Retake Date, Time & Location: \_\_\_\_\_



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