



STUDENT/PARENT HANDBOOK

2023-2024

WINDHAM CENTER SCHOOL

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

Visit us: www.windhamsd.org

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

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

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

https://www.windhamsd.org/our_district/school_board/policies_and_procedures

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

(603) 845-1554, Option 1
wcsattendance@windhamsd.org
Pick Up Patrol: pickuppatrol.net



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 Mission

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 Vision

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*



Dear Families,

Welcome to Windham Center School!

Welcome to the 2023-2024 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, under the school board tab. We hope that each student has a productive and rewarding school year!

Sincerely,

B.J. Martin, Principal



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WINDHAM CENTER SCHOOL ADMINISTRATIVE STAFF

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

Principal	BJ Martin
Assistant Principal	Nadine Herard
Director of Special Education	Christina Kaskiewicz
Director of Mathematics	TBD
Director of Science and Engineering	Karalyn Gauvin
Director of Social Studies and World Languages	TBD
Director of Fine Arts	Susan Kalil
Director of Assessment & Accountability	Dr. Erin Hagerty

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

SAU #95 ADMINISTRATIVE STAFF

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



ADMINISTRATIVE INFORMATION

WEB SITE: <https://www.windhamsd.org/>

MAILING ADDRESSES & TELEPHONE NUMBERS:

- ◆ **Golden Brook School (Grades Pre-K - 4)**
112b Lowell Road
Windham, NH 03087
Golden Brook Office (603) 845-1552
Safety Phone – (603) 845-1552, Option 1
GBS FAX – (603) 845-1553
- ◆ **Windham Center School (Grades 5 - 6)**
2 Lowell Road
Windham, NH 03087 (603) 845-1554
WCS FAX – (603) 845-1555
- ◆ **Windham Middle School (Grades 7 - 8)**
112a Lowell Road
Windham, NH 03087 (603) 845-1556
WMS FAX – (603) 845-1557
- ◆ **Windham High School (Grades 9 - 12)**
64 London Bridge Road
Windham, NH 03087 (603) 845-1558
WHS FAX – (603) 845-1559
- ◆ **Superintendent's Office – SAU #95**
19 Haverhill Road
Windham, NH 03087 (603) 845-1550
SAU FAX – (603) 845-1551

WINDHAM SCHOOL BOARD

Chair	Dennis Senibaldi
Vice Chair	Shannan Ulery
Member	Cynthia Finn
Member	Stephanie Wimmer
Member	Dr. Johnny Kuttab



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

SCHOOL HOURS

Golden Brook School	8:40 a.m. - 2:50 p.m.
Windham Center School	7:40 a.m. – 2:20 p.m.
Windham Middle School	7:40 a.m. – 2:15 p.m.
Windham High School	7:52 a.m. – 2:17 p.m.

- Center School MORNING BELL RINGS AT **7:40 A.M.** Considered tardy @ **7:38 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 **2:20 P.M.**
- TWO-HOUR DELAYED OPENING - **9:40 A.M. - 2:20 P.M.** WCS students are considered TARDY AT **9:38 A.M.** Student drop-off begins at **9:15 A.M.**



Windham School District 2023-2024 CALENDAR Revised by the WSB 01-03-2023

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	No	No	23	24	25	26
27	TW	TW	30	31		
						2

21 New Teacher Orientation
22 New Teacher Orientation
28 Staff 1st Day/Opening Breakfast/Teacher Workshop Day
29 Teacher Workshop Day
30 Students' 1st Day of School

February 26-March 1 February Recess
7 Early Release

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

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
						20

4 Labor Day-No School

1 February Recess
12 Teacher Workshop-No School

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

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

4 Early Release
9 Columbus Day-No School

22-26 April Recess

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

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

7 Teacher Workshop-No School
10 In Observance of Veteran's Day
22-24 Thanksgiving Recess

15 Early Release
27 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	ER	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

DECEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	ER	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						16

6 Early Release
12/25-1/1 Winter Recess

7 Tentative WHS Graduation
14 Early Release-Last Day of School (with 2 Snow Days)

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

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

1/1 New Year's Day-No School
15 Martin Luther King Jr. Day-No School

 **Holiday or Recess**
 **Early Release**
 **Student's 1st Day of School**
 **TW-Teacher Workshop-No School**



CURRICULUM

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.

We are excited to introduce you to Schoology, our upgraded Learning Management System (LMS) through PowerSchool. Schoology is an online Learning Management System (LMS) that helps you stay informed about your student's classes and assignments. Parents will have the ability to access their student's coursework via a parent portal similar to how parents are currently accessing grades and attendance in PowerSchool. Parent/student access will be disabled to Schoology and PowerSchool during the summer hours in order to update the content.

UNIFIED ARTS CURRICULUM

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

[Unified Arts Curriculum Link](#)

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 6th grade students will attend Health class once per week. The goal of this class is for students to acquire an understanding and appreciation of how the students' personal choices and behaviors will affect their overall health for a lifetime as well as to develop skills for 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 Google Apps for Education, which will allow them to build upon their knowledge, digging deeper into these applications to learn how these skills can be applied to other subjects.

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

Grade 6

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

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

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

WORLD LANGUAGE- SPANISH – 1 Class Period per Week

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

W.I.N

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.

DISTANCE EDUCATION

Distance Education includes any instructional model that is not in-person instruction including, but not limited to, correspondence, video-based, internet-based, online courses, remote instruction, or any combination thereof. It also includes hybrid instructional models that utilize elements of distance education and traditional instruction in any combination.

Please see the full WSD Policy [IMBA](#).

ACADEMIC DISHONESTY

Academic dishonesty undermines the character of the center school community. An individual is academically dishonest when he or she:

- Plagiarizes: copying from any published print or electronic source, or from another student and representing it as their own
- Provides own work to another student to copy
- Gives and receives answers for a quiz, test, or any independent assignment
- Takes credit for group work when little participation or contribution has been made
- Alters grades without teacher permission

Teachers provide both collaborative and independent work. Students need to be aware of the teacher's guidelines for each type of assignment. It is the student's responsibility to seek clarification as to whether or not an assignment is independent if they are confused. If there is confirmation that a student has plagiarized or participated in any other form of academic dishonesty, discipline may include: Teacher/student conference, phone call to parents, assignment will receive a zero, repeated offenses will result in further disciplinary action, which could include Saturday detention, in-school suspension, or out-of-school suspension.



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.

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

PARENT/TEACHER CONFERENCES

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.

GRADING SYSTEM

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

[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.

HOMEWORK

The District recognizes the value of homework to promote academic achievement, encourage student responsibility, and enhance educational experiences. Homework is defined as short-term tasks or assignments intended to be an outgrowth of the classroom experience and completed outside of class time. Homework may include preview, practice, review, or



extension of knowledge/skills or other types of class preparation. Homework will serve to inform classroom instruction and provide feedback to students. Teachers will ensure that students receive timely feedback on homework 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.

PROGRESS GRADES / REPORT CARDS

Progress Grades

Progress grades will be given midway through each Trimester. At all 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 2 times per year electronically. A final paper copy will be sent home at the end of the school year, but it is also available online.

Remediation

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

Incompletes

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

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

High Honor Roll Criteria: All A's.

PROMOTION/RETENTION OF STUDENTS (K-8)

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

In general, most children mature and acquire the basic skills of learning in a manner that equates a school year to a



grade. Children with unusual ability and work habits are provided the opportunity, where possible, of mastering skills according to their ability through an alternative program.

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

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

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

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

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

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

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

[WSD Policy IKEB](#)

STANDARDIZED TESTING

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.



CLASSROOM PLACEMENTS

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

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

STUDENT COMPUTER AND INTERNET USE

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

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

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

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

The Windham School District utilizes filtering technology designed to block materials that are obscene or harmful to minors, including, but not limited to, images of child sexual assault, and pornography. Windham School District takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. Windham School District educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but



parents should be aware that the Windham School District cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communications.

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

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with Board policies and rules.

[WSD Policy EHAA](#)

[WSD Policy IJNDB](#)

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

STAFF AND STUDENTS' ACCEPTABLE USE OF TECHNOLOGY

Staff and students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to education. Staff and students (parents/guardian) are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and all electronic data.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff and student obligations and responsibilities related to use of District technology.

He/she may also establish guidelines and limits on the use of technological resources.

Inappropriate use may result in a cancellation of the staff member's or student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff and students (parents/guardian.) Staff and students (parents/guardian) shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

[WSD Policy GBEF](#)

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

[WSD Policy JCL-R](#)

COMMUNICATION WITH PERSONAL ELECTRONIC DEVICES

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



Cell Phones and Smart Watches: Students are not allowed to have their cell phones turned on or in their possession during the school day. They should not call or text from school to ask to be dismissed, all dismissals are from the main office or the health office. If a student is ill, the nurse will contact the parent/guardian. All cell phones should be turned off and stay in backpacks or lockers during the school day.

As cell phone and SmartWatch technology rapidly evolves, they serve multiple functions, and the use of cameras and camcorders is strictly prohibited due to the invasion of students' privacy. There will be disciplinary action for students that violate the cell phone/Smart Watch privileges as deemed necessary by staff and administration. If a student receives multiple warnings, the phone/watch will be confiscated by administration and a parent will be called to retrieve the phone/watch from the office

[WSD Policy JICJ](#)

DATA SECURITY AND PRIVACY PLAN

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

[Data and Security Plan](#)

We are pleased to provide full Internet access in the Windham School District. The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing and communication and promoting innovation in learning.

Additionally, learning how to use this wealth of information and how to communicate electronically are information literacy skills that support student achievement and success in the 21st century.

Please see the full WSD Policy JICL-R

[WSD Policy JICL-R](#)

SPECIAL SERVICES PROGRAMS

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

Why Do We Provide Special Education?

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

- Students with educational disabilities (ages 3-22) 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 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. Creation of an Individual Education Plan (IEP), once a student has been determined by the team to be eligible to receive special education services.
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. Monitor IEP and review progress.
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](#)



CHILD FIND

All children have a right to a free appropriate public education regardless of the type or severity of disability. Both federal and state laws guarantee these rights. The Individuals with Disabilities Education Act (IDEA) requires that school districts make an effort to locate and identify children with educational disabilities in order to provide them with appropriate special educational services. The Windham School District is looking for children, from birth to 22 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.

OCCUPATIONAL THERAPY

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.

SPEECH & LANGUAGE

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

SPECIAL EDUCATION STAFF

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

SCHOOL COUNSELING

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



Guidance activities are provided to all students through the School Counseling Department and/or through curriculum areas. Activities address age appropriate prosocial skills as well as school to career issues so that students are able to develop to their fullest potential.

In that way, students may become responsible, contributing members of their community.

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

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.

[WSD Policy JLDDB Suicide Prevention and Response](#)

Policy JLF-Reporting Child Abuse

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement, or DCYF.

Please see the full WSD Policy JLF

[WSD Policy JLF](#)

ANIMALS IN THE CLASSROOM

The Board recognizes that under the proper conditions, animals can be an effective teaching aid. All classroom animals will need prior approval from the building principal. This is a voluntary program offered by the district for any students and or teachers interested in participating. An email will be sent to all classroom families at least one week in advance, notifying them of the visit and giving the families an opportunity to “opt out” of the visit if they choose. Please see policy IMG and procedure IMG-R for all details.

[WSD POLICY IMG](#)
[WSD POLICY IMG-R](#)

RESPONSE TO INTERVENTION (RTI)

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.

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

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

SCHOOL BEHAVIOR PLAN

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-espect
 - 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.

Referrals/Resources:

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

BUILDING RESPONSIBILITIES/EXPECTATIONS/RECESS

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.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

Safe School Zone

Policy Statement: This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct.

[WSD Policy JICD](#)



A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student.

[WSD Policy JKB](#)

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

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

[WSD Policy JICDD](#)

BULLYING: PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

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.

[WSD Policy JICK](#)

The Windham School District Anti-Discrimination Plan includes guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Anti-Discrimination Plan includes provisions and recommendations with respect to resources, policies, complaint procedures and reporting forms, student education programs, plan dissemination and training appropriate to carrying out the Plan objectives.

[WSD Policy AC](#)

TRANSGENDER AND NON-CONFORMING STUDENTS

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning



environment for all students and to ensure that every student has equal access to all school programs and activities in accordance with the law. Students will be considered transgender if, at school, they consistently assert a gender identity or expression different from that traditionally associated with their assigned sex at birth. This involves more than a casual declaration of gender identity or expression, but it does not require a medical diagnosis.

Please see the full WSD Policy JBAB.

[WSD Policy JBAB](#)

SEXUAL DISCRIMINATION

Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

[WSD Policy ACAC Sexual Harassment Form](#)

[WSD Policy ACAC](#)

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, Ms. Casey Bly, at 845-1554, Option 2.

School Safety

The Board recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment and that safe schools contribute to improved attendance, increased student achievement, and community support. The practice of safety shall be considered a facet of the instructional programming of the District schools by incorporating concepts of safety appropriately geared to students at different grade levels.

[WSD Policy EBB-R](#)

[WSD Policy EBB](#)

School Resource Officer

An officer of the Windham Police Department is assigned to the Windham School District, including supporting Windham Center 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.

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](#)

CUSTODIAL/GUARDIANSHIP INFORMATION

If there are legal guardianship and/or custodial implications of which the school should be made aware, please be sure a



copy of the legal document is made available to the school office for your child's protection.

In the event a second mailing is required due to multiple parent addresses, please notify Windham Center School office at the start of each school year.

SCHOOL TO HOME COMMUNICATION

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.

WINDHAM CENTER SCHOOL COMMUNICATION

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

- The [Windham Center School](#) web page
- WCS Facebook Page
- WCS Twitter
- WCS Instagram
- 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) state and Windham School District Policy, “Student Records Policy, JRA” guides the maintenance, custody, and access of educational records. 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](#)

STUDENT SEARCHES

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

[WSD Policy JIH](#)
[WSD JIHD Policy](#)

SCHOOL VISITORS

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](#)



DAILY SCHEDULE

7:15 AM School Buses Arrive/ Ready, Set, Go
7:40 AM First Period
7:55 AM 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 located in their Go Folder.

EARLY RELEASE DAY SCHEDULE

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.

SCHOOL CLOSINGS/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. 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. Please also visit our Facebook, Instagram, and Twitter sites for 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.

ABSENCES

Attendance in class/school is an important life skill essential to the learning process. We urge students and parents to strive for daily 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 schoolwork and tests missed due to absences promptly after their return to school.

[WSD Policy JH](#)
[Planned Extended Absence Form](#)



SCHOOL BUS INFORMATION

BUS ROUTES

In mid to late August of each year, the school bus routes for all of our Windham students are printed in our local newspapers. Questions related to bus service may be answered by calling First Student coordinator via phone at 603-377-8878 or email at bus@windhamsd.org.

BUS TRANSPORTATION

All questions and complaints concerning bus scheduling, routes, assignments, bus stops, and other transportation issues should be directed to: Jessica Meyer at First Student Transportation by phone, at 1-603-377-8878 or by email, at bus@windhamsd.org.

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](#)

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.

[WSD Policy EEAG](#)

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.

RECORDING DEVICES ON SCHOOL BUSES

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.efc

[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

1. Students should arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Students 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 students to get on the bus.
3. Students shall wait in an orderly line and avoid horseplay.
4. Students may cross the road or street only 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. Students shall go directly to an available or assigned seat when entering the bus and move in toward the window.
6. Students 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. Students shall observe normal 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. Students shall not engage in verbal abuse and/or use abusive language to others.
9. Students may carry only objects that can be held safely on his/her own lap. Musical instruments, athletic equipment bags and the like must be placed in the area designated by the driver.
10. Students shall refrain from throwing or passing objects on, from or into buses.
11. Students shall refrain from eating and drinking on the bus.
12. Students shall respect the rights and safety of others.
13. Students may ride only the bus that they have been assigned, and students may only board or exit at their assigned stops . (Exceptions will only be made with a note from a Principal or Principal's designee.)



14. Students are prohibited from extending their heads, arms or objects out of the bus windows, and are not allowed to open windows without permission of the driver.
15. Only authorized riders are permitted on the bus. Procedure Code: JICC-R Date: January 23, 2022
16. When necessary, students will be expected to sit three passengers.
17. Students are strictly prohibited from possessing or using tobacco, alcohol, drugs, or any controlled substance. In addition to any interventions or consequences pursuant to these rules or the police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
18. Students shall not use profane language or obscene gestures, and shall make any excessive noises while on the bus.
19. Fighting, wrestling or acts of physical aggression are strictly prohibited.
20. Students shall not deface or otherwise damage the bus, the driver's or any other students belongings while on the bus. Students/Parents will be held responsible for any and all damages to the bus caused by the student by way of vandalism or other intentional or reckless conduct.
21. Pupils shall not carry hazardous material, nuisance items or animals onto the bus.
22. Students are prohibited from hitching rides via bumper or other parts of 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](#)

PICK UP PATROL- DISMISSALS/ARRIVALS

Appointments or Family Issues

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

Arrival-Car Drop-off

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

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

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

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



Car drop-off times are from 7:15 a.m. to 7:30 a.m. After 7:30 a.m., you may pull into the front driveway. Please refer to our Pick Up Patrol instructions below to help streamline this process.

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. If you have added your student into Pick Up Patrol as a late arrival, you still need to walk your student into the building, but do not have to sign them in.

Dismissal-Car Pick-up

Please refer to our Pick Up Patrol instructions below to help streamline this process. 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.

If someone other than the parent /guardian is dismissing your child before 1:45 p.m., we must have their name listed in Pick Up Patrol notes section 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.

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.

DISMISSAL PLANS AND CHANGES

Windham Center School will utilize **PickUp Patrol** to manage dismissal plans, absences, late arrivals 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 submit all plan changes by 1:20p.m. Please visit <https://www.pickuppatrol.net/> for additional information.

We encourage parents/guardians to use Pick Up Patrol for the following:

1. Tardies-
 - a. When you log into your Pick Up Patrol account you will see (for only your students who attend WCS at this time) a new blue box on the bottom left hand side under your student(s) name that states " Arriving late?". If you know ahead of time or even that morning you can click this box and put in the time you think your student will be arriving and the reason. Then your



student will be put in powerschool as Absent Excused until their arrival at WCS (you will not get an absent phone call from the school) and then you will see Tardy Excused for the day.

- b. When you arrive at WCS you will let our office staff know you put your child Tardy in Pick Up Patrol, they will then check the student in. On your phone, when logged into Pick Up Patrol, you will see a new box pop up (under that same student's name) that will say "Check In". You then click that box and it will automatically record to our office staff that you have checked in your student. We will no longer need your signature in the binder, however you are still required to accompany your student INSIDE the building.

2. Absent-

- a. At this time, you can still use our phone or email options when calling your student out, but our new preferred method will be using Pick Up Patrol. There is now a new dismissal option labeled "Absent". When needing to let WCS know that your student will not be coming into school, you can log onto Pick Up Patrol and add them as absent for the day and/or days they will not be in school. We are hoping this serves as a fast and easy way to mark your child's absent excused.

3. Early Dismissals-

- a. There has always been a drop down to add early dismissal as your child's dismissal plan for the day. We are asking that families start to utilize this each time you need to pick your child up early. In the required notes section you will need to provide the name of the person picking up your child, as it must match the name on the mandatory license check at pick up.
- b. If your student is leaving for an appointment please provide at the end of day plans for your student in the notes section for reasons for early dismissal.

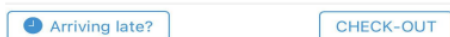


Dear WCS Parents and Guardians,

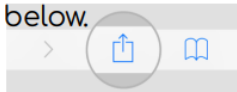
As we continue to work to streamline our dismissal plans as well as **late arrivals, absences and early dismissals** it is important that you do the following:

- ☐ Sign up for Pick Up Patrol (an updated link has been sent to your email on file today)
- ☐ Set up your child's default plans in Pick Up Patrol.
- ☐ Update your child's plan in Pick Up Patrol if it is going to change from the default by 1:20 pm each day.
- ☐ If there is an immediate need to change plans after 1:20 pm, please call the office.
- ☐ You can now add in a student's **late arrival, absence and early dismissal** ahead of time and can check your student in and out via Pick Up Patrol.

Submit changes by 1:20 PM



- ☐ To have easy access to do so from your mobile device, log into Pick Up Patrol on your device. Once logged please press the share button pictured below.



- ☐ At the bottom of your screen, scroll down and click Add to Home Screen. This will add a Pick Up Patrol Icon to your mobile device home screen. This is NOT an app found in the app store.

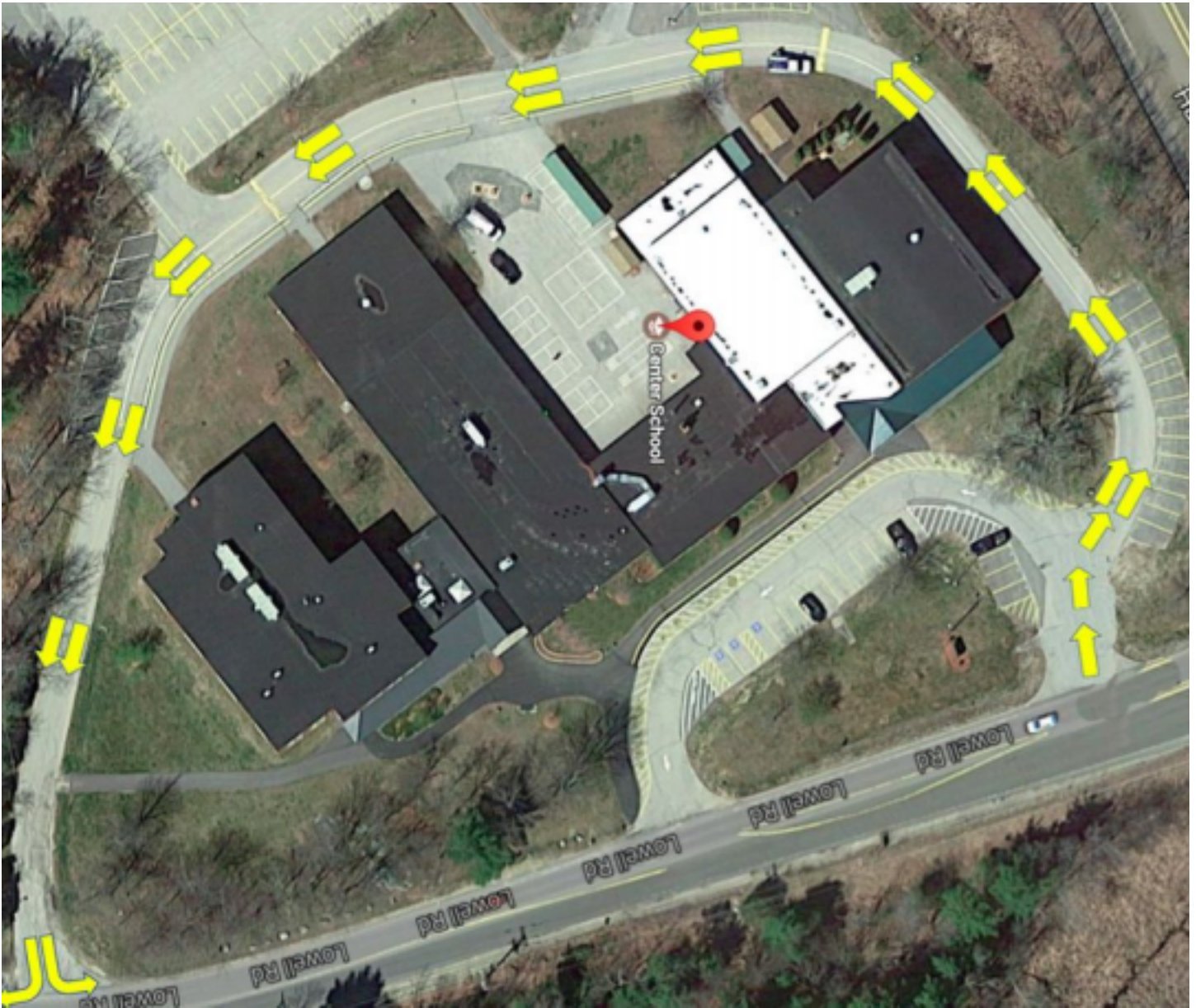
Please visit <http://www.pickuppatrol.net> for additional information.

Thank You,

B.J. Martin



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.**

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.

PHYSICAL EXAMINATIONS OF STUDENTS

Each child must have written evidence of a complete physical examination within one year preceding first entry to school. 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.

Please see the full WSD Policy JLCA

[WSD Policy JLCA](#)

HEALTH OFFICE

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.

[Permission Form Medications in School](#)

[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. Please see the full WSD Policy JLCA.



Please see the full WSD Policy JLCG

[WSD Policy JLCG](#)

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.

Please see the full WSD Policy EBCG.

[WSD Policy EBCG](#)

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

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

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.

Please see the full WSD Policy JLCB.

[WSD Policy JLCB](#)

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

General Provisions for Administration of Medication. Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R. This policy shall extend to any school-sponsored activity, event, or program. Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

1. i. making such medications available to the student as needed;
2. ii. observing the student as he/she takes or does not take his/her medication; and
3. iii. recording whether the student did or did not take his/her medication.

Please see the full WSD Policy JLCD, JLCC, and JLCE.

[WSD Policy JLCD](#)

HEAD LICE/PEDICULOSIS-----

[WSD Policy JLCC](#)

EMERGENCY CARE & FIRST AID-----

[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](#)

New Hampshire Law (RSA 169-C;29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected **MUST** report the case.

[WSD Policy JLF](#)



SCHOOL GUIDELINES FOR STUDENT ILLNESS

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

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

SCHOOL INSURANCE

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

The only requirement we make is that each student's parent completes the enrollment to participate in the insurance program.

DRESS CODE

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal or designee shall take appropriate action to correct the situation. The dress code within each school shall be administered fairly, consistently, and equally to all students. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code relative to students' gender, gender identity, sexuality, race, ethnicity, household income, or body type or size. Enforcement must accommodate clothing worn by students as an expression of religious beliefs (e.g., head scarves) and worn by students with disabilities (e.g., protective helmets). Enforcement shall not indirectly discriminate against students based on hair texture and or hairstyles.

Please see the full WSD Policy JICA

[WSD Policy JICA](#)

WELLNESS

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



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

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;

The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and

The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives. This policy applies to all students, staff and schools in the District.

[WSD Policy JLCF](#)

FOOD ALLERGIES

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.

NUTRITION SERVICES

Nutrition Services operates a debit account system which allows parents to prepay for meals, milk and/or snacks. Parents/Guardians are expected to prepay and not allow the account to become past due. Please send payments in an envelope clearly marked with student’s full name and account number. We will gladly split the amount sent in among different family members if it is indicated on the envelope. Checks should be made payable to Windham School District. Students can also make deposits into their account during breakfast or lunch.

The district has started utilizing a new system where you can make online payments for your students’ meals. We are no longer using the K12 Payment Center for lunch payments. All K12 meal account balances were transferred to the new software platform Titan.

You must go to <https://family.titank12.com> and make a new account in order to continue making payments towards your students’ meals. You can also submit a meal application through TITAN School Solutions for the current school year. Click on “Sign up today!” to begin the process of making a new account and be sure to have the following information to successfully link your student(s) to your account:



First Name
Last Name
Grade
School
Date of Birth

Processing fees do apply; \$2.60 Flat Fee with Credit Card or \$1.60 from an auto payment from Bank, ACH payment.

For further questions, please call Windham School Administrative Unit Office' s Child Nutrition Department at (603)845-1558 ext.5820 or the support line for TITAN School Solutions at 916-467-4700 option 2 or email support@titanK12.com

If you have any questions or comments on the Nutrition Services program in your school, please contact the Nutrition Services office at nutrition.services@windhamsd.org.

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.

Please see the full WSD Policy EFA-R

[WSD Policy EFA-R](#)

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 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. (Source WSD Policy EFAA) Parents/Guardians please send payments in an envelope clearly marked with the student's full name and account number. We will gladly split the amount sent in among different family members if it is indicated on the envelope. Checks should be made payable to Windham School District. Students can also make deposits into their account during breakfast or lunch. Parents have online access and online payment options through: [Titan](#). Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account. This procedure is in accordance with School Board Policy EFAA. Nutrition Services will make every effort to inform parents as to the status of the child's account. Students will be told of the account status as they purchase their meals and/or snacks.

Applications for free or reduced price meals are available for any family who wishes to apply. Applications are sent to each household at the beginning of the school year and are available throughout the year at each school cafeteria, at the SAU office and online via the WSD Free/Reduced Lunch Application. If your child was enrolled in the program last year, they are entitled to the same benefit for the first 30 school days of the new year; applications must be resubmitted each



year. If there is a lapse between the 30 day grace period and the processing of the new application the parent/guardian will be responsible for meal charges during that time. Students having special dietary needs and requiring meal modification must have their physician complete a detailed dietary order. These are available in the nurse's office and at the SAU office. Menus are posted monthly on our web- site. If you have any questions or comments on the Nutrition Services program, please contact the Nutrition Services office at 537-2407 or nutrition.services@windhamsd.org.

[WSD Policy EF](#)

FOOD SERVICE MANAGEMENT

All food service personnel will be directly responsible to the Food Service Manager and ultimately responsible to the building principal, Superintendent, or designee. The Food Service Manager is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program.

Please see the full WSD Policy EF.

[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](#)

CLASS CELEBRATIONS

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

STUDENT BIRTHDAYS

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

It is the policy of the School District to respect the privacy and/or confidentiality of all students and staff within the District. It is the policy of the District that personally identifiable information should only be viewed or received by District employees who have a legitimate educational or business interest or purpose in viewing or receiving private and/or confidential information.

[WSD Policy JRB](#)



FIELD TRIPS

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

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

[WSD Policy IJOA](#)

AFTER-SCHOOL ACTIVITIES

After-school activities sponsored by town organizations include scouts, brownies, baseball, softball, basketball, soccer, and others. Information regarding these activities may be found in our local newspapers.

Notes must be sent 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.

STUDENT FUND-RAISING ACTIVITIES

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

[WSD Policy JJE](#)

REGISTRATION

The Windham School District has a centralized registration procedure. Parents/Guardians can visit [WSD 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**



TRANSFERS

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

ADMISSION OF HOMELESS STUDENTS

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Please see the full WSD Policy JFABD

[WSD Policy JFABD](#)

ADMISSION OF NON-RESIDENT STUDENTS

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

[WSD Policy JFAB](#)

STUDENT INFORMATION SYSTEM - POWERSCHOOL REGISTRATION VERIFICATION

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.

POWERSCHOOL SCHOOLOGY

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

TUTORING FOR PAY

The Windham School Board recognizes parents may seek out academic support for students outside of the regular school day. This policy provides guidelines with regard to tutoring for pay within the Windham School District, and extends year-round whether school is in or out of session. Staff members shall not receive payment for tutoring their



own students, unless it has been determined necessary and appropriate by the IEP or 504 team and assigned by school administration.

This policy does not apply to homebound instruction assigned by school administration. Staff members shall not solicit/publicize their services for payment and/or utilize Windham School District email for the purpose of arranging services that are outside of the scope of their contracted service hours. Facilities usage fees are required when utilizing school district facilities for tutoring for pay services and the use of district materials, supplies, and equipment is prohibited. All questions regarding tutoring should be referred to the appropriate building administrator.

[WSD Policy GCRD](#)

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.

[WSD Policy JJ](#)

LOST & FOUND

There is a Lost and Found area located in the Windham Center School foyer. If your child has lost an item or an article of clothing, have him/her check this area or come in and check on your own. We usually have a large pile of unlabeled clothing that is never claimed. Periodically, unclaimed clothing is sent to a charitable organization.

TRADING CARDS, ELECTRONIC DEVICES, AND VALUABLE/SPECIAL BELONGINGS

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

Cell phones, cameras, iPods, iPads, iPad Minis, Nintendo DS games, etc. are considered electronic devices for the



purpose of inclusive description. As technology is emerging rapidly, even before the current school year will have expired, it is understood new versions and new technology could expand this definition.

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

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

Cell phones are not allowed to be used during the school day unless special permission is granted. If students violate this rule, the device will be confiscated and brought to the office.

Students will see the Principal at the end of the day before bringing the device home. If a second offense occurs, the parents will be notified and they will be asked to come to school to pick up the device.

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

WINDHAM SCHOOL DISTRICT POLICIES

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

COMMUNITY INVOLVEMENT

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

[WSD Policy KA](#)

WINDHAM PTA PTA WEBSITE ADDRESS: <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.

VOLUNTEERS

VOLUNTEERING PROCEDURES AT WINDHAM CENTER SCHOOL

The Windham School District welcomes family volunteers for classroom help, field trips and holiday parties. Volunteer packets with detailed instructions must be obtained from any of the schools or the SAU. The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who



desire the assistance of a volunteer should request a volunteer through proper administrative channels.

Designated Volunteers

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

Coaches

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

[WSD Policy IJOC](#)

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

[WSD Policy GBCD](#)

Please refer to the [WSD VOLUNTEER INFORMATION](#) for more information.



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: _____