Windham Middle School
Student Handbook
2021-2022

WMS

Wildcat Pride

THIS AGENDA BELONGS TO:

_____

Approved by Windham School Board on June 15, 2021

Windham Middle School
112A Lowell Road
Windham, NH 03087

(603) 845-1556
Fax: (603) 845-1557
www.windhamsd.org

WINDHAM MIDDLE SCHOOL MISSION STATEMENT:

The Windham Middle School faculty, staff and students provide a learning environment where creativity and curiosity are encouraged; student growth and development is supported as all students strive to reach their potential.

PRINCIPAL'S MESSAGE

Dear Students and Parents,

Welcome to the 2021-2022 school year!

The purpose of the Student Handbook is to provide Windham Middle School students and their parent(s) with information regarding the school, its protocols, programs, organizations, and other items of importance and interest. We recommend that you read this handbook with your student. Much of what you learn from reading this publication can help you to enjoy a successful school year and avoid any confusion and misunderstanding.

We encourage you to discuss any questions or concerns that may arrive with the appropriate staff members or administration. We hope that each student has a productive and rewarding school year.

Sincerely,

Mrs. Brenda Morrow, Principal
Mr. Mike Keshigian, Assistant Principal
Mrs. Emma Carnazzo, Special Services Administrator

Please visit the Windham Middle School website for complete electronic handbook at
WMS Student Handbook

Additional information and resources related to all WSD policies may be found on our district website @ http://www.windhamsd.org/schbdinfo/policy/sectionj.pdf

TABLE OF CONTENTS BY CATEGORY

I. GENERAL SCHOOL INFORMATION

II. ACADEMICS

III. ATTENDANCE

IV. COMMUNICATION/TECHNOLOGY

V. STUDENT CONDUCT

VI. SAFETY/EMERGENCY INFORMATION

VII. TRANSPORTATION

VIII. HEALTH/FOOD SERVICES

IX. ATHLETICS/EXTRA-CURRICULAR

X. STUDENT SERVICES

XI. LEARNING COMMONS

XII. MISCELLANEOUS

Additional information and resources related to all WSD policies may be found on our district website @http://www.windhamsd.org/schbdinfo/policy/sectionj.pdf

I. GENERAL SCHOOL INFORMATION

WINDHAM SCHOOL DISTRICT AND MIDDLE SCHOOL ADMINISTRATION
2021-2022

Windham School District Administration
Superintendent - Richard Langlois
Assistant Superintendent - Kori Alice Becht
Business Administrator - Dalisa Greenleaf
Director of Human Resources - Catherine Hennigar
Director of Special Services - Kenneth Duesing
Director of Technology - Harry Bennett

Windham School District Office
19 Haverhill Road
Windham, NH 03087
(603) 845-1550 (phone)
(603) 845-1551 (fax)
windhamsd.org

Windham Middle School Administration
Principal - Brenda Morrow
Assistant Principal - Mike Keshigian
Special Services Administrator - Emma Carnazzo
Athletic Director - Mark Cherbonneau
Director of Guidance (K-12) - Julie Lichtmann
Director of Fine Arts (K-12) - Susan Veilleux
Director of Mathematics (5-12) - Cathy Croteau
Director of Sciences (5-12) - Michael Koski
Director of English (5-12) - Wendy Jack
Dir. of Social Studies/World Language (5-12) - Shannan McKenna

Windham Middle School
112A Lowell Road
Windham, NH 03087
(603) 845-1556 (phone)
(603) 845-1557 (fax)

WSD 2021-2022 CALENDAR

Windham School District 2021-2022 CALENDAR

Revised February 16, 2021

AUGUST

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

23 New Teacher Orientation
24 New Teacher Orientation
30 Staff 1st Day/Opening Breakfast/Teacher Workshop Day
31 Teacher Workshop Day

SEPTEMBER

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

1 Student's 1st Day of School
6 Labor Day-No School

OCTOBER

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

6 Early Release
11 Columbus Day-No School

NOVEMBER

S	M	T	W	Th	F	S
	1	TW	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

2 Teacher Workshop-No School
11 Veterans Day-No School
24-26 Thanksgiving Recess

DECEMBER

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

9 Early Release
12/24-12/31 Winter Recess

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					20

17 Martin Luther King Jr. Day-No School
26 Early Release

February 28-March 4 February Recess

FEBRUARY

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

8 Teacher Workshop-No School

MARCH

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

25-29 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
						16

26 Early Release
30 Memorial Day-No School

MAY

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

15 Projected last day of School-Early Release
16-24 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	S	S	18
19	S	S	S	S	S	25
26	27	28	29	30		
						11

Holiday or Recess

Early Release

Student's 1st Day of School

TW-Teacher Workshop-No School
S-Snow Days

*180 Instructional Days

2021-2022 Daily Schedule
7th Grade

7th Grade - 8 period day				
ODD	**EVEN**	**WILDCAT**	**ODD**	**EVEN**
HR	HR	HR	HR	HR
7:35am - 7:40am	7:35am - 7:40am	7:35am - 7:40am	7:35am - 7:40am	7:35am - 7:40am
		Period 1		
Period 1	Period 2	7:40am - 8:25am	Period 1	Period 2
7:40am - 9:10am	7:40am-9:10am	Period 2	7:40am - 9:10am	7:40am-9:10am
		8:25am - 9:10am		
Period 3	Period 3	Period 3	Period 3	Period 3
9:10am - 9:55am	9:10am - 9:55am	9:10am - 9:55am	9:10am - 9:55am	9:10am - 9:55am
Period 4	Period 4	Period 4	Period 4	Period 4
9:55am - 10:40am	9:55am - 10:40am	9:55am - 10:40am	9:55am - 10:40am	9:55am - 10:40am
Period 5 PAWS	Period 6	Period 5 PAWS	Period 5 PAWS	Period 6
10:40am - 11:25am	10:40am - 11:25am	10:40am - 11:25am	10:40am - 11:25am	10:40am - 11:25am
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:25-11:50	11:25-11:50	11:25-11:50	11:25-11:50	11:25-11:50
Period 5 PAWS	Period 6	Period 6	Period 5 PAWS	Period 6
11:50am-12:35pm	11:50am-12:35pm	11:50pm-12:35	11:50am-12:35pm	11:50am-12:35pm
		Period 7		
Period 7	Period 8	12:35pm - 1:20pm	Period 7	Period 8
12:35pm - 2:05pm	12:35pm - 2:05pm	Period 8	12:35pm - 2:05pm	12:35pm - 2:05pm
		1:20pm - 2:05pm		
HR	HR	HR	HR	HR
2:05pm - 2:20pm	2:05pm - 2:20pm	2:05pm - 2:20pm	2:05pm - 2:20pm	2:05pm - 2:20pm

2021-2022 Daily Schedule
8th Grade

8th Grade - 8 period day				
ODD	**EVEN**	**WEDNESDAY**	**ODD**	**EVEN**
HR	HR	HR	HR	HR
7:35am - 7:40am	7:35am - 7:40am	7:35am - 7:40am	7:35am - 7:40am	7:35am - 7:40am
Period 1	Period 1	Period 1	Period 1	Period 1
7:40am - 8:25am	7:40am - 8:25am	7:40am - 8:25am	7:40am - 8:25am	7:40am - 8:25am
Period 2	Period 2	Period 2	Period 2	Period 2
8:25am - 9:10am	8:25am - 9:10am	8:25am - 9:10am	8:25am - 9:10am	8:25am - 9:10am
Period 3		Period 3	Period 3	
9:10am - 9:55am	Period 4	9:10am - 9:55am	9:10am - 9:55am	Period 4
	9:10am - 10:40am	Period 4		9:10am - 10:40am
		9:55am - 10:40am		
Lunch	Lunch	Lunch	Lunch	Lunch
10:40am - 11:05am	10:40am - 11:05am	10:40am - 11:05am	10:40am - 11:05am	10:40am - 11:05am
Period 5		Period 5	Period 5	
11:05am - 11:50pm	Period 6	11:05am - 11:50pm	11:05am - 11:50pm	Period 6
	11:05am - 12:35pm	Period 6		11:50pm-12:35
		11:50pm-12:35		
Period 7		Period 7	Period 7	Period 8
12:35pm - 1:20pm	Period 8	12:35pm - 1:20pm	12:35pm - 1:20pm	12:35pm - 1:20pm
	12:35pm - 2:05pm	Period 8		
		1:20pm - 2:05pm		
HR	HR	HR	HR	HR
2:05pm - 2:20pm	2:05pm - 2:20pm	2:05pm - 2:20pm	2:05pm - 2:20pm	2:05pm - 2:20pm

2021-2022 Early Release Schedule

7th Grade			
		A	**B**
5	**7:35-7:40**	Homeroom	
25	**7:40-8:05**	1	1
25	**8:05-8:30**	2	2
25	**8:30-8:55**	3A-UA	3B-UA
25	**8:55-9:20**	4A-UA	4B-UA
25	**9:20-9:45**	5	5
25	**9:45-10:10**	Lunch	
25	**10:10-10:35**	6	6
25	**10:35-11:00**	7	7
10	**11:00-11:10**	Homeroom	

8th Grade			
		A	**B**
5	**7:35-7:40**	Homeroom	
25	**7:40-8:05**	1A-UA	1B-UA
25	**8:05-8:30**	2A-UA	2B-UA
25	**8:30-8:55**	3	3
25	**8:55-9:20**	4	4
25	**9:20-9:45**	5	5
25	**9:45-10:10**	6	6
25	**10:10-10:35**	Lunch	
25	**10:35-11:00**	7	7
10	**11:00-11:10**	Homeroom	

2021-2022 Delayed Opening Schedule

7th Grade			
		A	**B**
5	**9:35-9:40**	Homeroom	
35	**9:45-10:20**	1	1
35	**10:20-10:55**	2	2
35	**10:55-11:30**	3A-UA	3B-UA
25	**11:30-11:55**	Lunch	
35	**11:55-12:30**	4A-UA	4B-UA
35	**12:30-1:05**	5	5
35	**1:05-1:40**	6	6
35	**1:40-2:15**	7	7
5	**2:15-2:20**	Homeroom	

8th Grade			
		A	**B**
10	**9:35-9:40**	Homeroom	
35	**9:45-10:20**	1A-UA	1B-UA
35	**10:20-10:55**	2A-UA	2B-UA
35	**10:55-11:30**	3	3
35	**11:30-11:55**	4	4
25	**11:55-12:30**	Lunch	
35	**12:30-1:05**	5	5
35	**1:05-1:40**	6	6
35	**1:40-2:15**	7	7
5	**2:15-2:20**	Homeroom	

Student Rights and Responsibilities WSD Policy JI:

Student rights and responsibilities shall be published annually in the applicable student handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to Board Policies JIC and JICD. The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

1. All students have the responsibility to attend school daily and to be punctual in reporting to school classes.
2. All students have the responsibility to assist the school staff in running a safe and healthful school.
3. All students have the responsibility to apply themselves to their school work, complete assignments on time, respect school property and to conduct themselves properly.

(Source: WSD Policy JI, JIA, JICD)

Student Identification Cards WSD Policy JRD:

1.) Identification Card

a.) All students in grades Middle School and High School shall be issued an identification card by the School System. Information on the card will include a photograph, name, school attending, and coded access numbers. Each card shall be carried or displayed as instructed in the Student Handbook. Violation of this policy may result in discipline as outlined in the Student Handbook.

2.) Safety Situations

a.) With permission from a Principal or Director, an ID may be removed and set aside while a student is engaged in a situation where the wearing of an ID may pose a risk or hazard (machinery or human performance classes). The ID must be put back on when leaving that classroom or work area to access other parts of the building.

3.) Temporary Identification

a.) In the event that an official ID card is unavailable for any student, assigned staff shall issue a temporary ID card. A temporary ID shall be issued daily until a permanent ID is obtained. Each temporary ID shall be returned to the front office, security desk, or administer upon exiting the school facility.

4.) Loss of an ID Card

a.) Loss of an ID card will require immediate replacement. A fee may be charged for replacement.

5.) Uses of Card

a.) The card may be used for various school purposed as approved by the School Committee and/or the Superintendent of Schools. These may include cafeteria, library, and security purposes (copying exams). It may also be used as a prerequisite for admittance to after-school functions.

II. ACADEMICS

Content Areas: All students must take Language Arts, Math, Science, Social Studies, and a World Language.

Unified Arts: Unified Arts consists of Physical Education, Music Appreciation, Band, Chorus, Art, Health, Digital Literacy, Technology/Engineering, and Family Consumer Science. All students are required to take Physical Education and Health.

Physical Education WSD IHAE:
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.

Physical Education exposes students to new skills and concepts through a variety of activities. It develops the physical, social, emotional, and mental capabilities of each student. This is accomplished by offering a variety of indoor and outdoor activities, individual and team related sports, and competitive and noncompetitive games that place an emphasis on lifelong fitness.

The grade for Physical Education is derived from a mathematical point system. Each student is evaluated on a daily basis and can earn a maximum of 10 points for each class attended. Points are given for the following criteria: Proper attire, effort, cooperation/sportsmanship and timely arrival to class.

All students will receive a mid term progress report. Any concerns or questions regarding your child's progress can be directed to their physical education teacher.

World Language: Students will have the opportunity to take either French or Spanish as a world language for a full year academic course. The topics in seventh grade will include developing students' skills in the following areas; oral comprehension, cultural awareness, phonics, geography, and vocabulary. In seventh and eighth grade students will choose to either continue taking French or Spanish as a World Language. Students will expand upon their ability to speak, read, write, and understand vocabulary. Topics will include review and expansion of vocabulary, grammar usage and cultural awareness of the countries in which their world language is spoken.

Health Education: The goals of this academic are for students to acquire an understanding and appreciation of how the students' personal choices and behaviors will affect their overall health for a lifetime as well as to develop skills for healthful living.

The 7th grade will cover the following topics: Alcohol and Other Drugs, Mental Health, and Injury Prevention.
The 8th grade will cover the following topics: Alcohol and Other Drugs, Tobacco Use, Mental Health, Family Life and Sexuality, and Injury Prevention.

Health Education & Exemption From Instruction WSD Policy IHAM:
Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing education/professional development, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction are allowed to have their child opt-out of such instruction. **(Note: Per RSA 186:11, IX-c, Parents/guardians have additional opt-out rights under Board policy IGE.)**

Parents/guardians who do not want their child to participate in a particular unit must complete a Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted. Any student who is exempted by request of the parent/guardian under this policy shall be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Teaching about Alcohol, Drugs and Nicotine WSD Policy IHAM:

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.

Digital Literacy: Offers students an introduction to foundational concepts by integrating basic digital literacy skills with ideas about computational thinking. Through the exploration of computing devices and digital tools, students begin to understand if, when, and how they should use technology.

Technology Education: Offers students an introduction to engineering, elements of design, machines in action, transformation of energy, computing systems and computational thinking, 3D design, robotics, including technology career exploration.

Family Consumer Science: Offers students an introduction to managing the challenges of living and working by focusing on foods and nutrition, child care and development, textiles and design, as well as consumerism.

Art Program: Art education fosters perceptual awareness, creativity, aesthetic valuing, history, life-coping skills, literacy, communication, and the understanding of one's self. The curriculum covers this with a variety of classroom activities from paint to computers.

Each student is evaluated on a project and on a daily basis and can earn a maximum of 10 points for each class attended. Points are given for the following criteria: preparedness, following directions, use of class time, proper material use, and clean-up. The grade for Art is a mathematical point system. The art grades are based on the school's academic rating system.

Music Program: Students may select the following options for music: Band or Chorus and/or Music Appreciation. There is a 7th and 8th grade Band and Chorus and they are combined for some concert performances. Students are not able to take both Chorus and Band.

In addition to our regular music program, we offer a Jazz Band, Honors Band, and Select Chorus. Students who are interested must be enrolled in a performance ensemble (Chorus or Band) and be auditioned and selected by the music teacher. These groups perform many different times throughout the year.

Each year the music program includes a winter and spring concert, participation in the Windham Memorial Day Parade, participation in the state music festival, other selected festivals and exchange concerts.

Music Grades: A student's band grade is based on participation, daily attendance, concert and festival attendance, lessons and at home practice logs. A student's chorus grade is based on participation, class attendance, concert/festival attendance, and folder checks. Progress reports are issued to all students participating in any of the three music choices. All performances are required and graded. Any student who misses a performance will have to complete a make-up assignment.

Honors Ensembles: Those members participating in Jazz Band, Select Chorus, or Honors Band need to audition and be selected by the music teacher. These ensembles meet before school two days per week (days vary by ensemble). Students must already be in Chorus or Band in order to participate in an advanced ensemble. These ensembles may have several additional opportunities to perform outside of the two concerts.

String Program: The Windham Middle School String Program is an opportunity provided to those students that participated in the Windham Center School String Program as well as other students who take private lessons. Students will meet once a week after school for an hour. Performances will consist of the winter and spring concerts. Sign-ups for this ensemble occur at the beginning of each academic year.

***Important Note*:** All advanced ensembles and String ensemble are considered extra-curricular. Students are held to the academic eligibility policy stated in the handbook.

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

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

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

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

Students shall not be expected to be working on long-term assignments over a scheduled holiday break. However, a typical night of homework may be assigned over a scheduled school vacation or holiday.

Grade Scale (for all classes at WMS):

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%		

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

Grading System WSD Policy IKA:
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.

Grading Protocols:
- Official notification of these protocols should be included in each teacher's syllabus.
- All grade level departments will maintain the same point distribution for homework, tests, quizzes, projects, etc.

Late Work: (excluding homework):
- If a student does not complete an assessment, the teacher will enter an I (incomplete) with no value.
- At the end of a trimester, if the student does not complete the assessments, a final grade of an I will remain on the child's report card. The I (incomplete) grade is equivalent to an F for eligibility purposes.

All grade level departments will maintain the same point distribution for homework, tests, quizzes, projects, etc.

Reporting System: We use a variety of reporting methods in an effort to keep parents informed of their child's progress, including report cards, mid-term progress reports and parent/teacher conferences.

Report Cards: The school year is divided into three trimesters of approximately 90 school days. At the end of each marking period, a report card is issued to each student and must be returned signed by a parent or guardian.

The first section of the report card includes all of the academic subjects in which all students are required to take with the reporting standards listed. Along with the grade and level for each subject, teachers comment on conduct and effort during the trimester. (Refer to the WSD grading policy, IKA)

General School Conduct is also listed separately and is referred to as "less structured time." This means homeroom period, lunch, and behavior in the halls while passing for class.

Mid-Term Progress Reports: During the school year, parents will be provided midterm progress reports as an interim report on students' academic progress. The reports will be generated and distributed by homeroom teachers to students. This will happen three times during the school year, once each trimester as an intermediate check-in for students' progress in all subject matters.

Homework WSD Policy IKB:
The District recognizes the value of homework to promote academic achievement, encourage student responsibility, and enhance educational experiences.

Homework is defined as short-term tasks or assignments intended to be an outgrowth of the classroom experience and completed outside of class time. Homework may include preview, practice, review, or extension of knowledge/skills or other types of class preparation.

Homework will serve to inform classroom instruction and provide feedback to students. Teachers will ensure that students receive timely feedback on homework assignment.

Each school shall include in its Program of Studies or Student Handbook the average amount of time that a typical student should expect to dedicate outside of the school day to his or her studies for each class meeting with reasonable specifics for each grade and level. Middle and High School teachers may adopt such guidelines on a department basis.

District and School administrators 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.

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

Homework assignments should be obtained directly from the teacher, or from the teacher's class page on the school's webpage, and should be recorded in a student agenda or other notebook or media used for such purposes. It is the responsibility of the student to be aware of homework assigned and to request missed homework assignments in the event of any absences.

The average time spent on an assignment for the middle school student will depend on the skill being assessed for each subject area.

- **Reading**- students are expected to read outside of school 3x a week for 30 minutes.
- The **Social Studies** and **Math** Departments have indicated that students may spend between 15 to 30 minutes on a given assignment.
- The **Language Arts** and **Science** Departments have indicated that students may spend between 30 to 40 minutes on a given assignment.
- **World Language** and **Health** Departments have indicated that students may spend between 10 to 20 minutes on a given assignment.

Please note that it is unlikely that students will be given homework in every subject daily.

Students shall not be expected to be working on long-term assignments over a scheduled holiday break. However, a typical night of homework may be assigned over a scheduled school vacation or holiday.

Required Summer Reading: Students are required to read one book from our Summer Reading Book List and complete a worksheet to be passed in during the first week of school. The lists for each grade and Summer Reading Assignment worksheet were available to students the last week of school plus both are published on our website for downloading and printing. Please follow this link to view the materials:
http://windham.libguides.com/WMSLibrary

Parent Conferences (PTC Wizard): Parent Conferences are scheduled twice a year for the purpose of parents meeting with their teachers to discuss their child's progress in detail. This provides an excellent opportunity for parents to ask questions and make comments. Parent/Teacher Conferences are scheduled through **PTC Wizard**, with a link located on the WMS website. Scheduling will be open prior to the conference dates.

Honor Roll: It is our belief that academic success should be formally recognized. The honor roll is generated after each trimester's marking period. The Honor Roll works as follows:

High Honors (minimum requirement): A's (A-'s are acceptable) in all subject areas including unified arts.
Honors: A's and B's (A-'s and B-'s are acceptable) in all subject areas including unified arts.
Any grade below a B- excludes a student from the Honor Roll.

Student Records: Adult students over 18 years of age and parents/legal guardians will have access to school records of Windham students in accordance with Federal and State law and this policy.
(Source: WSD Policy JRA)

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

Promotion and Retention of Students (K-8) WSD Policy IKEB:
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.

It is our belief that students should be promoted on the basis of academic success. In general, students shall be placed at the grade level to which they are best adjusted academically, socially, emotionally and developmentally. The educational program shall provide for the continuous progress of students from grade to grade.

In grades 7th and 8th, the decision for promotion shall be based on the overall student record of academic success. The achievement shall be based on the student's success in attaining the instructional goals in the class they are assigned. Basis for consideration of promotion shall be passing grades in three or more of the following: Language Arts, Mathematics, Science and Social Studies.

Initial information regarding the possibility of retention shall be gathered by the teachers and submitted to the Principal. The Principal will meet with the teachers and contact parents if retention seems to be a reasonable possibility. If it is a possibility, the Principal will advise the parents and the student by April 30th. Parents will be asked to meet with the staff and the Principal to discuss the issues. It is desirable that an agreement is reached by all parties and the decision be reached at this meeting.

Failing to reach an agreement by June 15, the Principal shall reach a decision and advise all parties concerned. In the event a parent wishes to appeal the final decision of the Principal, a written appeal may be made to the Superintendent of Schools. The Superintendent of Schools will make a final decision on the appeal by July 15 and notify the parents and the Principal.

Permission to Publish Student Work: As part of a student's educational program, (s)he will have the opportunity to publish documents on the Internet and social media. These documents might include: a story, article or poem;

artwork; a science or research project; a collaborative project; or students names (e.g. honor rolls). We will publish these documents only with written permission. Please consider the following Windham School District guidelines: (1) Published documents may not include a student's phone number, street address, or box number; (2) Documents may not include any information that includes the physical location of a student at a given time other than attendance at a particular school or participation in after school activities; (3) Documents must conform to Windham School District and established school guidelines. The Permission to Publish Student Work agreement will be sent home prior to the start of each school year. **(Source: WSD Policies JICE & JICE-R*)***

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

Field Trips WSD Policy IJOA:
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.
10. Appropriate supervision shall be provided for all youngsters whose parents do not want their youngsters to participate.
11. Overnight field trips shall have a minimum of one chaperone for every ten youngsters. All arrangements must be approved in advance by the principal and cleared through the central office and the School Board.
12. The Board encourages professionals as chaperones when available.

School, Family and Community Partnerships: 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. **(Source: WSD Policy KA)**

III. ATTENDANCE

Absenteeism WSD Policy JH:
Attendance:
Attendance to class/school is an important life skill essential to the learning process. We urge students and parents to strive for perfect attendance to ensure scholastic success.

The School Board recognizes that absences from school may be necessary at times, but excessive absences that lead to poor academic performance may lead to loss of extracurricular activities and/or academic failure. It is the student's responsibility to make up all school work and tests missed due to absences promptly after their return to school.

The Windham School District will recognize two (2) types of absences: excused and unexcused.

Excused absences–include the following:

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

Parents/guardians are asked to coordinate with their child's teachers ahead of a planned absence to plan for making up any missed class work or assignments.

The student's parents/guardians need to notify the school about any excused absences. Any necessary documentation should be provided in a timely fashion.

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

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

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

Students are expected to come to school every day and to be on time. If they arrive at **7:40 or later,** they should report to the main office to sign in and receive a late pass to class. Whenever a student is going to be absent or tardy a parent should notify the school by calling the absent line at **845-1556**, using PickUp Patrol or sending an email by **8:30** to wmsattendance@windhamsd.org.

If a call or email is not received and a child is absent, the office will contact the parent/guardian via email. A note explaining the absence is required the day the student returns to school. The note will be given to the homeroom teacher and must be signed and dated by a parent or legal guardian. Failure to provide a note may result in an **unexcused absence**, which may also result in disciplinary action such as loss of privileges, in-school suspension or detention.

PickUp Patrol: PickUp Patrol is our new online system for parents to communicate dismissal plan changes to the school. Parents receive an email with instructions for how to register for PickUp Patrol. Changes can be entered from a smartphone or computer days, weeks, or months in advance, and at any time up until **1:20** on the day of the change.

After **1:50**, changes will not be accepted except in the case of an emergency. Such changes can be made via phone directly to the main office. The end of the school day is a busy time, so to ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies only.

We encourage families to take vacations during the scheduled school vacations. Taking students out of school for several days in a row, or longer, presents a variety of problems. It is very difficult for students to make up work, and valuable instructional time is missed.

Generally, absences other than for illness during the school year are discouraged. However, the school principal or his/her designee, may grant special approval of absence for family vacations, provided written approval is given in advance. After receiving approval from the Principal, parents/guardians are asked to write a note to their child's teacher **at least two weeks before the trip**. This advance planning will allow the teacher enough time to work with parents/guardians and the student regarding work completion.

Students will be given the same number of days to make up their work as they have missed, unless other arrangements have been made with the team or individual teachers.

Students who are absent for an entire school day or dismissed for illness will not be eligible to participate in any extracurricular or after school activity on the day they are absent or dismissed (for more than a half day of school).

Powerschool Attendance Codes Explained:

AE	- Absent excused, WITH notification
AU	- Absent unexcused, NO notification
AAE	- Absent AM excused, WITH notification, missed 2-3 hrs in AM or arrived after 11 AM.
AAU	- Absent AM unexcused, NO notification, missed 2-3 hrs in AM or arrived after 11 AM.
APE	- Absent PM excused, WITH notification, missed 2-3 hrs in PM or left midday
APU	- Absent PM unexcused, NO notification, missed 2-3 hrs in PM or left midday
ATE	- Present less than a total of 2 hours (AM and PM), WITH notification
ATU	- Present less than a total of 2 hours (AM and PM), NO notification
T	- Tardy Excused, arrived less than 2 hours late, WITH notification
TU	- Tardy Unexcused, arrived less than 2 hours late, NO notification
DA	- Dismissed/Absent, Dismissed and present less than 2 hours
DE	- Dismissed and missed less than 2 hours
TD	- Tardy/Dismissed, Arrived late and is dismissed, missed less than 2 hours
PRE	- Pre-approved location (e.g., field trips, athletics, nurse, weather-related excusal, etc.)
IS	- Assigned an In-School suspension
S	- Suspension out of school

Truancy WSD policy JH:

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

Unauthorized absence from school is considered truancy and will be treated as such (see WSD Policy JH). Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence (AU).

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Therefore, if a student arrives after 9:15 AM or leaves before 12:45 PM (120 minutes of class time), that student is considered absent for the morning (AAU) or absent in the afternoon (APU), respectively and is considered absent for a half day. The halfway point for arrival/dismissal time is 11:15 AM and will be considered as such for any after school activities or sporting events. **Students must be in for at least half a day in order to participate in these activities**.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. Thus, if a student arrives at school and is in class for less than 2 hours (dismissed before 9:15 AM), that student will be considered absent (DA). This also applies to any student that arrives less than 2 hours from dismissal (after 12:15 PM). This includes absence from any class or activity during the school day for which the student is scheduled. It

also includes any after school special help session or disciplinary session which the student has been directed to attend.

Disciplinary action shall be taken in such cases, beginning with after school detention and notification of parents. Continued violations may lead to Saturday morning detentions or suspension from school.

Ten half-days of unexcused absences during a school year constitute habitual truancy. Under New Hampshire law, habitual truancy is a ground for filing a CHINS petition in the local district court.

Tardiness: Students are expected to arrive at school on time by **7:40**. All students who are tardy must report to the office to get a pass in order to be admitted to the classrooms. Notification of tardiness is required to excuse the tardy (T). Please supply a doctor's note, send an email to wmsattendance@windhamsd.org, enter through PickUp Patrol, or call the Absent Line at **845-1556**, **option 1.** Parents will be notified of any unexcused tardiness via email after the close of the school day.

Students who do not have a legitimate excuse for their tardiness will be subject to an after school detention if they acquire 6 or more unexcused tardies (TU) within a month. Multiple detentions throughout the school year may result in other disciplinary actions (i.e. Saturday Detention, in-school suspension) and loss of school privileges determined by the Principal or Assistant Principal.

School Entry Procedures: Windham Middle School has installed a secure entry system that will help ensure the safety of our students, faculty and staff during school hours. All doors will be locked during the school day. **Students are not allowed to be dropped off at any other entrance of the school except the main entrance.** This will guarantee that all students are accounted for. Any late arrivals must use the buzzer system to enter through the main doorway.

Visitors WSD Policy KI:
All visitors must sign in and out at the front desk in the main office and indicate the purpose of their visit. Adult visitors, including graduated students (Alumni), will be issued identification badges to be displayed at all times while in the school. Student visitors are not permitted at Windham Middle School during school hours unless an exception has been granted by an Administrator in a timely scenario (i.e., 3 school days notice) so as to not disrupt the learning environment **(Source: WSD Policy KI)**.

School Dismissal Procedures: Students are expected to stay in school for the entire day. If you need to dismiss your child early, please do so prior to 1:50pm. Parents will need to come into the office and sign their students out for the day. **NO DISMISSALS WILL BE GRANTED AFTER 2:00.**

IV. Communication/Technology

School Messenger: The Windham School District utilizes School Messenger, an automated text message, voice, and email system, to communicate emergencies, cancellations, events and, at times, information of general interest to parents and students. Students and parents are requested to ensure the contact information is continually up to date in order to ensure timely contact. If contact information changes, please contact the Main Office at WMS at 845-1556.

School Cancellations: In the event of inclement weather, NO SCHOOL announcements will be made on the following radio stations:

WGIR 610AM **WBZ 1030AM** **WFEA 1370AM** **WZID 95.7FM**

The following television stations are also notified:

WMUR (9) **WBZ (4)** **WHDH (7)** **WCVB (5)**

All internet based sites for the above mentioned radio and television stations will also broadcast any school cancellations, (i.e. WMUR.com, WBZ.com, WZID.com, etc.)

When school is canceled, other activities scheduled for after school will be canceled as well.

INFOSNAP - Student Information System: The Windham School District utilizes INFOSNAP, a student information/registration system for all Windham schools. Late summer, emails were sent to parents of all Windham students to make changes to any information regarding your student. This system will replace the Registration Profile forms that are usually sent home at the beginning of the school year. Please watch for an email with the link information to update all your student's records. This may include parent contact information, addresses, phone numbers, emergency contacts, email addresses, etc. Parental authorization for internet/intranet use, parent portal access, student handbook acknowledgement, and permission to publish and video release will be required through the INFOSNAP system.

After the registration process is completed via INFOSNAP, please look for important information contained on the **INFOSNAP registration confirmation screen/page**. Included on this page are Student Homeroom placement, Powerschool Parent portal ID/Password, Student Handbook link and much more informative information.

Parent Portal Access to Powerschool: PowerSchool offers parents ***real-time access to grades, attendance and class information.*** Parents can access their student records, sign up for automatic updates on student progress and view the daily school bulletin. If you are a new parent of the middle school, you will receive your **PowerSchool access ID and password on your INFOSNAP registration confirmation screen/page.** These are needed to set up a parent account for your student. Note: If you are a parent of a 7th or 8th grader your account from last year will still be accessible for the current year. If you have not set up an account or you forgot your login information, your access information is available on the INFOSNAP confirmation page. Please contact the main office with any questions.

Parent Authorization for student/parent accounts is required and will be available through our INFOSNAP system. After permission is given by the parent, student accounts will be activated.

Computer Use: Windham Middle School provides computers for student and faculty use. The use of the computers, the WMS internal network, and access to the Internet is a privilege and must be respected and used appropriately. The guidelines below provide appropriate and ethical use policies. A signed Chromebook agreement form is required in order for a student to be issued a Chromebook. The forms are kept on file. If a student violates any of these policies, he/she may face disciplinary actions, which may range from a warning to a suspension. A paper copy of the documents linked below is available upon request from the WMS front office.
(Source: Intranet/Internet Acceptable Use WSD Policy EGA)
(Source: Computer Security, E-Mail and Internet Communications WSD Policy EHAA)

Staff and Students' Acceptable Use of Technology WSD Policy GBEF:
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.

Student Computer and Internet Use WSD Policy IJNDB:
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 web site 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.

School Email: Each WMS student has access to an email account to improve communication between students or parents and faculty. To this end, **students are obligated to check their email account at least once each school day** in order to remain informed about announcements or information that is disseminated by their faculty or the Administration. This account will be used to support positive communications and must be utilized consistent with the Acceptable Use Policy. All communications – and the content attached – drafted, sent or received, on this school account are the property of Windham Middle School and may be reviewed or monitored at any time by authorized personnel.

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

Some general reminders:

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

outlined in the Laptop Accidental Damage/Loss Policy.

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

Examples of Misuse:

- Students shall not allow other persons to use their name, login, password, or files for any reason unless specifically directed by a faculty or staff member.
- Eating or drinking near computers is strictly forbidden. Laptop computers should not be taken out of their case when in the cafeteria.
- Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are filtered or blocked. Students shall not intentionally access or attempt to access these sites.
- A student may not download and/or install any additional software, applications, plug-ins, add-ons or extensions that are not for educational purposes only.
- Inappropriate screensavers or inappropriate pictures on your computer will not be allowed at any time.
- Desktop computers in WMS are shared by all students and faculty. Do not change the settings without permission.
- Students shall not damage, degrade the performance of, or abuse anyone's Chromebook.
- Only games authorized by WMS will be allowed. Use of any other games is not allowed, which would include but is not limited to; plug-ins, add-ons, extensions and applications.
- Students may not access web sites, newsgroups, or "chat" areas that contain material that is obscene or promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a WMS staff member.
- Illegally obtained or shared music, movies and/or other media is strictly prohibited on any WMS computer. Any illegal media that is found will be immediately removed.
- Chat programs are not allowed.
- Use of streaming video sites, such as "YouTube" for non-educational purposes is prohibited.
- Clip-on protected cases are not allowed on Chromebooks.
- Students must have their Chromebooks with them, locked in their school lockers, or in a designated area.
- Chromebooks must not be left unattended.
- Students are not to deface their Chromebooks in any way, e.g., with stickers, tape, white-out, marking pens, etc.
- Each Chromebook is labeled with a district identification barcode and student identification label. Students must not remove these labels.
- Chromebooks may not be used to make sound recordings or digital images without the consent of all those being recorded.
- Students shall not use or attempt to discover another student's password. Use of another student's Chromebook or files is prohibited except if required for collaborative learning.
- Deliberate attempts to degrade, disrupt or alter any network or system performance will result in disciplinary action.
- Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of computer privileges and appropriate disciplinary action.
- Students will not attempt to override the Internet filtering software or other network configurations, including downloading VPN or proxy servers from the APP store.
- Students also agree not to disrupt Windham's computer systems and network, or log in as an administrator for any reason, including the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the Chromebook, or disruption of the school systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

Chromebook Loaner Procedure for Forgotten/Uncharged Computers Only: Students are required to bring their own charged Chromebook to school every day. Loaner Chromebooks will be available in the Learning Commons on a limited basis to students who have forgotten/uncharged Chromebooks. Frequent use of the Learning Commons Loaners is highly discouraged. Students will be subject to detentions after borrowing a Learning Commons Loaner three times in a trimester.

Students can only borrow Chromebooks from the Learning Commons Loaner cart from 7:30-7:45. After that time, the cart will be locked until 2:10.

Procedure:

- Student will get a pass from his/her homeroom teacher who will send the student to the library for a Library Loaner. Student will sign out a Loaner on a signout sheet. Student will keep the Learning Commons Loaner for the entire day.
- If the student needs to charge his/her own Chromebook at this time, student places Chromebook in the Charging Cart (next to the Loaner cart).
- Student will return to homeroom with a Learning Commons Loaner pass and hand it to the homeroom teacher. Teacher retains pass until the end of the day.
- Once back in homeroom at the end of the school day, student gets pass from homeroom teacher and returns to the Learning Commons with pass and loaner. Student MUST return the Chromebook at the end of the day or risk detention.

Google Apps for Education/Student Email Implementation: The Windham School District (WSD) has implemented Google Apps for Education for students, teachers, and administrative staff. Google Apps for education consists of a wide range of software tools that promote online communication and collaboration with teachers and students along with the ability to track and view progress on student projects. Since Google Apps is a web-based service, all student work will be accessible from any computer connected to the Internet. Student use of the Google Apps system falls under the expectations set forth in our District's Internet Acceptable Use Policy required of all students with access to school district technology. Students can access the WSD Google Apps for Education site by accessing the links from the district website.

Email Address: Students will be assigned a windhamsd.org student email account. These accounts will be considered the student's official WSD email address until such time as the student is no longer enrolled in WSD. Students in grades K-8 will only be allowed to send and receive email from the windhamsd.org domain. All email content will be archived according to school district email retention policies.

Access Restriction: Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the WSD. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building principal for further investigation and addressed according to the procedures outlined in this student handbook.

Security/Privacy: The WSD cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material. The WSD reserves the right to access and review content in the Google Apps for Education system at any time. The District complies with all state and federal privacy laws.

The WSD is excited to be able to provide Google Apps accounts to students, which provides a platform to teach valuable 21st century skills and also provide teachers with software tools that can positively impact instruction and student learning. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. If you have any concerns, please contact the school directly.

To access WSD Data Security and Privacy Plan, please visit:
https://www.sau95.org/UserFiles/Servers/Server_555432/File/Administration/Technology/Data%20Security%20and%20Privacy%20Plan.pdf

V. Student Conduct

In accordance with *WSD Policy JIC and JICD* which 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.

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

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

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

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

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

Student Dress Code WSD policy JICA-R:

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

- All tops must have straps; all strap styles are allowed.
- Clothing may not be see-through or revealing; thin or see-through materials can only be worn in a non see-through combination that covers the abdomen, back, chest and sides of the body.
- The waistband of the pants/shorts must be worn above the buttocks; shorts or hemlines must fully cover the buttocks.
- Footwear with soles must be worn.
- Sunglasses and hoods are prohibited in the classroom except in the case that permission has been granted. Head coverings are prohibited in the classroom.
- Clothing advertising or related to drugs, alcohol, tobacco usage or that creates a hostile education environment (as per RSA 193-f:2) are prohibited.
- Clothing or accessories that include profanity or sexual innuendo or that promote violence are prohibited.
- Students who violate the dress code for the first time will be given a warning with a specific explanation of how their attire violates the dress code. If the attire is such an egregious infraction that it cannot be allowed,

the student will be required to change or cover his/her clothing, which may involve parents bringing clothing from home. Subsequent violations may result in more significant consequences.

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

Lunchroom Rules: ***Lunch time with your friends is a privilege, not a right.***

1. You may sit where you want each day at the start of lunch; once you have chosen your seat, you may not change it. You may not visit other tables.
2. Once seated, you must raise your hand and ask a staff member for permission to get up.
3. Only 16 students per table, only 4 students per bench.
4. When you come into the lunchroom, go directly to the lunch line or table.
5. No holding places for anyone in any line or at your table or at the snack machine.
6. Snack will be called on the microphone when the lunch servers are ready.
   -There are no snacks for students who have a lunch detention.
7. Restroom passes are available at the front of the room on the stage. They must be used to use the restroom or to get a drink at the water fountain. Use the restroom and drinking fountain near the cafeteria. Students must sign out in the book before leaving the cafe.
8. Be sure you prepay your lunch account before the lunch period that you want to eat at, as no cash will be taken (except for the vending machines-try to have exact change).
9. Each table is responsible for washing their own table each day. Noise level should remain at a reasonable level; NO shouting between tables.
10. Trash is to be placed in the trash can as soon as you finish your lunch; do not wait until the end of the lunch period to throw it out. ALL TRASH MUST BE THROWN OUT FROM ON TOP OF AND UNDER YOUR TABLE BEFORE YOU LEAVE THE LUNCHROOM.
11. The staff members in the lunchroom will dismiss students by tables; no one leaves the cafeteria without permission.

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

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

Tobacco: Possession of tobacco, including electronic cigarettes or vaporizers, unauthorized inhalants or any other related product(s) by persons less than 21 years of age is illegal. New Hampshire state law prohibits all persons from smoking on school property (RSA 155:66). Cigarettes, all tobacco products, cigarette lighters, or matches are not allowed in any part of the building, grounds, or school buses including before school, during school, after school, or at or during school- sponsored events and activities, either on-campus or off-campus. Students in violation of this rule will be subject to disciplinary actions up to and including suspension. **(Source: WSD Policy JICG)**

Weapons: Dangerous weapons, such as but not limited to, firearms, knives, explosives, incendiaries, martial arts weapons (as defined in RSA 159:20), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles, in private vehicles on school property, or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review

of the specific case in accordance with other applicable law. Weapons under control of law enforcement personnel are permitted.

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

Money and Valuables in School: Students are encouraged not to bring large sums of money to school. School sponsored events that require payment should be paid, when possible, by check. If it is necessary to bring money, students should not leave it in their classrooms, gym bag, jacket or lockers. The same holds true of expensive electronics, jewelry, watches, etc.

Fundraisers Activities: Each year the school is involved in several fundraising activities. In the fall, students can volunteer to participate in the school fundraising program. Proceeds from this fundraiser go into the student activity account. Over the years, we have purchased equipment and assisted funding a variety of field trips from this account. Other groups also sponsor minor fundraisers to help defray the cost of activities such as field trips or for the purchase of uniforms, etc.
(Source: WSD Policy JJE)

Lost or Damaged 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.

Students are also responsible for any materials checked out of the library and are liable for any replacement costs. Any materials located after being paid for in June are eligible for a refund if they are returned before October 1st of the school year following the loss. (Please refer to WSD policy ISL-R). Failure to reimburse the school could result in non-participation in end of year school activities or other consequences.

Staying After School: All students should be exited from the building by 3:30 PM. Any student spectators staying for an after school activity, must have **written parental permission.** Unless permission is granted, students must take their regular bus home at dismissal. Permission for staying after school for sporting events can be granted for the year and kept on file if indicated in a parent note.

Dismissal: Students may NOT be dismissed after **2:00.**

Skateboarding/Scooters: The use of skateboards and scooters is prohibited on Middle School property at all times. Students are also not allowed to bring skateboards or scooters to school. Sneakers or shoes with rollers are prohibited on school property.

School Lockers: Each student will be issued a school locker near his/her homeroom. Students will store articles of clothing, books, notebooks, and other school items in them. A combination lock, supplied by the school, will be issued to each student. Only school issued locks may be used. Failure to return the lock assigned to you will result in a $6.00 charge. Please be reminded that the lockers are the property of the school district and may be subject to search. **WMS is not responsible for lost or stolen items from an unlocked locker**. Students must lock their lockers.

Physical Education Lockers: Students will be assigned a locker in the respective locker rooms and will be issued a school supplied lock for their locker. No other locks may be used. Failure to return the assigned lock or returning a non-functioning lock will result in a lock replacement charge of $6.00.

Academic Dishonesty: Academic dishonesty undermines the character of the middle 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 your 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.

Electronic Devices/E-reader Protocol: Students are not allowed to bring any electronic recording or audio/video devices (i.e. cameras, IPODS, etc.) to school unless it is for educational purposes**. E-readers (Kindle, Nook, IPAD, etc.) are allowed if used solely for reading approved material. No web browsing or internet use is allowed with such devices. With the expanded capabilities of these devices, the classroom teacher has permission to confiscate the e-reader if the device is used inappropriately.**

If students violate this rule, the machine will be confiscated and brought to the office. Students will see the principal at the end of the day before bringing the machine 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.

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 lockers during the school day. Only after school, students may use their cell phones to contact parents/guardians.**
(Source: WSD Policy JICI)

As cell phone and Smart Watch 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.

Communication with Personal Electronic Devices WSD Policy JICJ:
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.

Middle and High Schools:
Personal electronic devices may not be used in bathrooms or locker rooms. In general, they will not be used in classrooms during the school day. They can be used in classrooms only at the discretion of the teacher. They may be used only in designated areas at appropriate times. Student Handbooks shall include the rules for the use of personal electronic equipment based on this policy including designated areas for the middle and high schools.

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

(FERPA) as well as NH state law, RSA 570-A. Any person who intercepts this kind of communication without the consent of all parties to the communication could be found guilty of an unlawful act.

Exceptions of school-approved devices based on student's needs include:
• IEP that requires a personal device
• 504 that requires a personal device
• Medical reason that requires a personal device

Gum Chewing: Chewing gum in school is not allowed. Students who do chew gum will be asked to properly dispose of it. Chronic offenders may receive appropriate consequences. .

Public Display of Affection: Public displays of affection such as kissing or other physical contact of a similar nature are not permitted. Students will be advised to refrain from such behavior in the first instance. Subsequent violations will result in parental notification and/or other consequences, depending on the circumstance.

Student Visitors: Occasionally parents or students ask if a student from another school may visit for the day. Permission may be granted by the administration when the following criteria are met:

- The visiting student must be a 7th or 8th grader.
- A request must be made in advance, to the school administration from the parent or guardian of the Windham Middle School student.
- Former students who are now in high school may visit only after school hours.
  (Source: WSD KI)

Walking or Riding a Bicycle to School: Students may walk and ride a bike to and from school as long as they have written permission. Permission slips can be good for the entire year if so stated and may be kept on file in the office. Bicycles are to be kept next to the school at the bicycle rack. Students are required to wear a helmet if they bring their bicycle on school property and are encouraged to provide locks for their bikes. Bicycle privileges can be taken away if students are seen riding unsafely to or from school.

Progressive Consequences WSD Policy JKB:
In-Team (In-school) Suspensions: A student whose behavior is unacceptable may be given an In-Team Suspension (ISS) by their team of teachers or by the school administration. Students on an In-Team (ISS) will be assigned to one of the teachers in the building for the entire day. The student will stay in that one room and will not participate in any school activities that day including P.E., study, library privileges, and lunch. While on an ISS, all the day's assignments will be given to the student and he or she is expected to complete the work. The length of an ISS may vary from 1-3 days depending upon the nature of the problem. In all cases, parents will be notified when their child receives an ISS. In addition, students who receive an ISS will not attend the next school dance.

After School Detention: Another consequence for inappropriate behavior is an after school detention. Parents will be notified 24 hours in advance of the detention so that appropriate transportation considerations can be worked out. The length of time for an after school detention will be up to one hour.

Saturday Detention: A student will be assigned to a specific supervised area within the Middle School on Saturdays from 8:00 am to 12:00 noon. Saturday detention may only be assigned by the school administrators. Students who serve a Saturday detention may not attend the next dance.

Fighting: Fighting in school, on school property, or at school activities is not allowed and will not be tolerated under any circumstances. Students involved in fighting will receive serious consequences which may include suspension from school and a report to the police department.

School Suspension and Expulsion: Whenever a student is suspended from school or, in extreme cases, has been expelled from school, he or she will not be allowed to participate in or attend **any** school related activities during the period of suspension or expulsion. This includes **extra-curricular activities and end of the year activities**. In addition, they may not attend the next school dance and 8th grader students will not be able to attend the 8th grade class trip in the spring.

Suspension from school may also result in loss of school privileges, removal from a school team, club, etc., and the removal from an elected office.

Bullying WSD Policy JICK:

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

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

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

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

Cyberbullying: bullying (as defined above) undertaken through the use of electronic devices. Electronic devices include,but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, websites and/or any other forms of social media.

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

Hazing WSD Policy JICFA:

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

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

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

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

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

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

A copy of this policy will be furnished to each student and teacher in the school District.

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

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

Title IX Sexual Harassment WSD Policy ACAC:
While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address sexual harassment as defined in Title IX and Sec. II.B, below, that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The "Title IX Grievance Process" is set out in Sec. III below. While the District must respond to all "reports" it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

For the purpose of this policy, however, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this policy, the District's response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity. Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this policy and shall annually appoint a District Title IX Coordinator as that position is described in Section II.C, below. The contact information for the Title IX Coordinator is set forth in Board Policy AC-E. which policy shall be updated and disseminated annually with the Title IX Coordinator's name as set forth in Board policy AC.
(Additional Source: WSD Policy ACAC - Title IX Sexual Harassment)

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

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

School Dances: Various classes and student groups sponsor dances throughout the school year. These dances are open to any Windham resident in grades 7th and 8th, even though they may be enrolled in a school other than Windham Middle School. There will be no invited guests to the school dances. **The dances are from 7:00 - 9:00PM**. The 8th grade Promotion dance is reserved for only 8th grade WMS students.

The dances are school sponsored events, so all school rules apply regarding proper behavior and school dress code. Students who were not in school the day of the dance are not allowed to attend. In addition, any student who has a Saturday Detention or a Suspension from school may not attend the next dance.

Students are not allowed to leave the building at any time during the dance. Once a student arrives for the dance, they are not permitted to leave until the conclusion of the dance. Parents should pick students up at the Middle School at the end of the dance. Students will not be allowed to walk down to Golden Brook School or Heritage Hill Road as this poses a safety issue.

DANCE EXPECTATIONS:

- **Students are expected to follow the school dress code for dances.** Anything that would not/ should not be worn to school will not be allowed at a dance. Students will be asked to put on a sweater, sweatshirt, etc. if clothing is not appropriate. If necessary, parents will be called to bring in something appropriate.
- **Please remember to NOT run around during dances.** The safety hazard is tremendous, especially if the floor becomes wet.
- At dismissal, **students are to WALK out of the building and pay attention to the adults and the cones that are blocking off the traffic areas.** Students need to travel up to the crosswalk to cross to the lower lot. Do not walk into the flow of traffic along the front of the building. Cones will be clearly marking the boundaries. Students should be looking for their parents' cars and can go to meet them, however they need to cross at the crosswalk by the stairs.
- **Parents need to pick you up at the Middle School, not Golden Brook or Heritage Hill Road.** This is for your safety. Students will not be allowed to walk to Golden Brook or Heritage Hill Road.
- **Only three boys and three girls may go to the bathroom at a time.** Passes will be available and only that many students will be allowed out. Students may still get drinks without a pass, but they may not "hang out" in that area.
- **Please be sure to throw you drinks away when you are finished.** This will help to prevent spilling drinks which causes the floors to become slippery.
- **Most importantly ~ have FUN!!** These dances are for you to enjoy! If you can work on these few safety issues, and that is what these things are about – YOUR SAFETY – then everyone can have a good time!!

Search/Seizure WSD Policy JIH:

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

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

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

Searches of students and their personal property within the school or on school grounds may be conducted by the Principal or designee when that school official has reasonable grounds to suspect the search will uncover evidence that the student has violated or is violating School District policies, school rules, or the law.
The extent of the search of a student's person or personal property and the measures used in conducting the search must be reasonably related to the objects of the search, and must not go beyond what is warranted by the nature of the suspected violation.

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

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

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

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

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

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

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

Administrative Response Matrix

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

	Discussion of Behavior	Lunch Detention(s)	Afterschool Detention (s)	Saturday Detention	Loss of Computer Privileges	In-School Suspension	Out of School Suspension	Admin. Prerogative
Tardiness			✔ (6)	✔ (12+)				
Truancy								✔
Disruptive Lunchroom Behavior		✔	2nd & Subsequent					
Profanity/Obscene Gestures								✔
Disruptive Behavior/ Removal from class			✔					✔
Hallway infractions	✔	✔						✔
Computer/Cell Phone Infractions				2nd Offense & Subsequent	1st Offense & Subsequent			
Public display of affection	✔							2nd & subsequent
Failure to comply			✔					✔
Assault*				✔			(✔)	✔
Theft*				✔				✔
Damaging Property*			✔					✔
Dress code	1st Offense (and correct)							2nd & subsequent
Tobacco/ Drugs/ Alcohol/ Weapons*							✔	✔

Bullying/ Hazing/ Harassment*							(✔)	✔

VI. Safety/Emergency Info.

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

School Resource Officer: An officer of the Windham Police Department is assigned to the Windham Middle School and Golden Brook School. The officer is an integral part of the school community and the officer works closely with the school counselor, administration, students and their parents. An additional officer is assigned to Windham High School and Center School.

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

School Messenger: 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.

VII. Transportation

Nearly all Windham students are assigned to a specific bus and are also assigned to a specific bus stop. Occasionally it is necessary for a student to ride a different bus at the end of the school day. Permission to do this can only be granted by the school administration and if the bus can safely transport additional students. A student must bring in a note clearly explaining the reason and the note must be signed by a parent or guardian. Bus passes will NOT be granted if the buses are over capacity.

The responsibility for the safety of pupils in school transportation is shared by the local school boards, superintendent, administrators, pupil transportation personnel, safety staff, instructional staff, school bus drivers, parents, the motoring public and students themselves. Any program of safety must be a cooperative effort.
(Reference WSD Policies: EEA, EEAEC)

Recording Devices on the Bus
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.
(Reference WSD Policies: ECAF)

Student Conduct on School Bus WSD Policy JICC:
Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus stop until they exit the bus stop.

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

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

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

Student Rules and Conduct on the School Bus WSD Policy JICC-R:
1. Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Pupil shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
3. Pupil shall wait in an orderly line and avoid horseplay.
4. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Pupil shall go directly to an available or assigned set when entering the bus and move in toward the window.
6. Pupil shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
7. Everyone shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Pupil is permitted to carry only objects that can be held on his/her lap, unless authorized by school personnel.
9. Pupil shall refrain from throwing or passing objects on, from or into buses.
10. Pupil shall refrain from eating and drinking on the bus.
11. Pupil shall respect the rights and safety of others.
12. Pupil shall refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned. (Exceptions will only be made with a note from a principal.)
13. Pupil is prohibited from extending head, arms or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
14. Only authorized riders will be permitted on the bus.

Bus Riding Privilege: The privilege may be temporarily denied or permanently revoked if misconduct of a child would jeopardize the safe operation of the school bus or safety of the children riding the bus. Should an infraction occur, the following actions will take place:

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

Use of Private Vehicles to Transport Students WSD Policy EEAG:
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 exception basis. Students requesting permission to self-transport must receive prior approval. In such cases, student must provide:

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

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

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

VIII. Health/Food Services

The school nurse is responsible for the administration of health services for Windham Middle School. Emergency cards are sent home the first day of school and should be completed and returned promptly. Please update this information throughout the school year. Students and parents are requested to inform the nurse of any particular health problems that should be a matter of record. Students are encouraged to discuss health matters with the school nurse. Except in emergencies, students must obtain passes from their teachers prior to reporting to the nurse's office.

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

The Health Room: The school maintains a fully equipped health office staffed by a licensed registered nurse who is on duty throughout the school day. The school nurse will dispense Tylenol (acetaminophen) or ibuprofen for fever, minor pain due to headache, dental discomfort, or menstrual cramps. Parental consent must be on file with the nurse before any medication will be dispensed to a student. Medications other than Tylenol and ibuprofen will be dispensed by the nurse only with the written order from a physician. This includes all OTC drugs and prescription drugs. A medication permission form is available on our website.

Students are **NOT** allowed to keep medications with them, in their lockers or backpacks to take during the school day.

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.
(Please refer to WSD policies JLCE and JLCF)

Student Health Services and Requirements WSD Policy JLC:
A. General Health Services: The Board may appoint one or more school nurses to carry out appropriate school health-related activities.

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

Responsibilities of the 21st century school nurse include, but are not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and

health care providers. Additionally, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504 and IEP teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues (e.g., emergency, individual student health needs, administration of medication, etc.).

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

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

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

Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report all illnesses and injuries to the supervising adult. Students will not be allowed to leave school due to injury or illness without first notifying either the school nurse or principal as well as the student's parent/guardian or other person identified on the student's emergency contact form on file with the school.

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

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

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

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to any child with a disability as defined in Ed 1102.01(t), those laws shall govern and shall supersede this policy to the extent this policy may be inconsistent with those laws.

COMMUNICABLE AND INFECTIOUS DISEASES:
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 so infected.

As described in Board policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services ("NHDHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC")
(Please refer to WSD policy: EBCG)

Physical Examination of Students WSD Policy JLCA:
Each child must have a complete physical examination within a one-year period before first entry to school. However, no medical examination shall be required of a child whose parent or guardian objects thereto in writing on

the grounds such medical examination is contrary to his/her religious tenets and teachings. Parents of students transferring to the District must present proof of meeting the physical examination and immunization requirement. Failure to comply with this provision may result in exclusion from school for the child. A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reasons upon signing of a notarized form by the parent/guardian stating that the child has not been immunized because of religious beliefs. Students must pass a physical every 13 months to be eligible for athletics. Any injured student excused from athletic practice while under a physician's care must provide written authorization from a physician to the coach to resume practice. No child shall be excused from regular physical education except on the written notice of a duly licensed physician or on the written request of the parents, in which case an alternative program shall be provided. Temporary excuses on a day-to-day basis may be granted by the teacher upon the request of the parents.

Immunization Requirement WSD Policy JLCB:
Any child being admitted to the District must present proof of meeting the physical examination and immunization requirements upon entrance. Failure to comply with this provision may result in exclusion from school for the child. Immunization record or evidence of laboratory immunity is sufficient proof. Students not in compliance must provide appointment date for remaining doses. Principals will notify parents of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school. A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reason, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs (RSA 141-C:20).

Feminine Hygiene Products WSD Policy JLCFA:
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.

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)

Food Allergy Guidelines: It is our goal to provide a school setting that minimizes the risk of exposure to potentially, life-threatening food allergens while maintaining a safe, positive, educational environment for all students. **(Please refer to WSD policy JLCA-R)**

Please let the school nurse know when your child visits a primary care provider for illnesses, injuries, or care for a specific medical condition. Students with orthopedic injuries that require an excuse from physical education or use of the elevator must report to the school nurse and provide a doctor's note for such permission.

Please send updated physicals and immunization records to the school nurse at the beginning of the school year. Annual physicals are required for participation in athletics, and current updated immunizations are required for school attendance. Providing this information at the beginning of the school year ensures that your child's health record will have the most accurate and up-to-date information.

Administering Medication: All medication brought to school, including for overnight field trips or other school events, by a student must be secured with the school nurse. Students in possession of medication, including medications that are properly prescribed by the student's physician, will be subject to disciplinary action. Students may carry inhalers and Epi-pens for emergency use with proper documentation from a healthcare provider, provided the school nurse has knowledge of these devices. No internal medication may be dispensed or administered to any child or member of the school staff except by the school nurse. Parents are requested to contact the school nurse to communicate any medical information necessary to ensure the well-being of their child.
(Source: WSD Policy JLC, JLCD)

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.

Breakfast/Lunch Program: Nutrition Services operates a debit card system, which allows parents to prepay for meals, milk and/or snacks. Parents/Guardians are expected to prepay and not allow the account to become past due. WMS student meal prices for **2021-2022:** *USDA Area Eligibility Waiver to continue supporting access to nutritious meals is providing free meals until June 30, 2022.*
To qualify as a Free meal, a student must choose a fruit or vegetable along with 2-3 additional food components.
All other purchases will be charged a la carte pricing, this includes incomplete meals, milk only, a 2nd meal, snacks & beverages.

Meal Charging:
The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch as well as after school snacks through vending at WHS & WMS from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash check made payable to WSD or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt. **(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: https://m.k12paymentcenter.com/Home/Login.

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

Applications for free or reduced price meals are available for any family who wishes to apply. Applications are sent to each household at the beginning of the school year and are available throughout the year at each school cafeteria, at the SAU office and online 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.
(Source: WSD Policy EF)

Free and Reduced-Price Lunch Policy EFC:
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.

Availability, Distribution and Education Surrounding Healthy Foods Policy EFA:
The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

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

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

Vending Machines: Currently, we have a drink machine and a chip/snack machine in the cafeteria. These machines work using your student lunch number or cash. Vending machines are only available to students during designated lunch times, before and after school, and other times during the day with permission.

High-energy drinks are not permitted during the school day. This includes any highly caffeinated drinks in bottles, cans or purchased from outside establishments.

Drinks in School: Students are only allowed to bring clear drinks in clear (non-glass) containers to school, (i.e. water bottles). No metal, glass, opaque or open cups will be allowed during school hours. Drinks obtained at restaurant establishments (i.e. Dunkin Donuts, etc.) are NOT permitted during the school day. Only water is permitted in the classrooms or hallways.

Students can buy sports drinks/juices from the café, but those drinks should be consumed before leaving the cafe, including any sealed drinks brought by students from home. Any drinks purchased in the café are allowed to leave the café only for school-sponsored after-school activities.

IX. INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES

It is our belief that student participation in competitive athletics and extracurricular activities are an important part of a child's overall school experience. Students have an opportunity to participate in field hockey, boys and girls soccer, volleyball, and boys and girls cross country in the fall, boys and girls basketball, cheerleading in the winter, and girls' softball, boys' baseball, golf and track and field in the spring. There are also a wide range of activities and clubs that meet after school such as Yearbook Club, Drama Club, Art Club, Game Club, Tennis, Destination Imagination, Lego Club, etc.

All athletes will receive an Athletic Handbook and Athlete Contract at the start of each season. Parents and students must read and agree to the terms written in order to participate in the athletic program. Contracts must be signed by both student and parent before the athlete can begin practicing with the team.

Scholastic Eligibility: Athletes are responsible for academic performance and should plan their time so that they devote sufficient time to their academic work as to not allow athletics to interfere with their studies. If an athlete sees that there may be an issue with this, they should schedule a time to speak to the coach to attempt to resolve any conflicts and to help students with appropriate solutions. To be fair and consistent to all student-athletes, no exception to the below policy will be made. Students are encouraged to check their grades throughout the trimester to ensure they are doing well. Students should not wait to the last minute to try to make up missing work.

If a student is failing and/or has an Incomplete in two classes, he or she will be suspended from the team for two weeks. No participation with the team at games or practices is allowed. If at the end of the two week suspension a passing grade is earned in all classes, the student will be reinstated. If a passing grade is not earned after the two

week suspension in all classes, the student will be permanently removed from the team. If a student is failing or has an Incomplete in three or more classes, that student will be suspended from the team for the remainder of that season. Determination of eligibility will be made at mid-term report time, (day the midterms go home) or when grades are posted at the end of the trimester.

Behavior Standards: Participation in athletics is a privilege and requires that student athletes be on their best behavior. Any student conduct concerns that may arise during the athletic season will be reviewed by the administration and athletics department. Any consequences related to the student's conduct will be at the sole discretion of the principal or his designee.

Physical Examinations: All students who participate in interscholastic sports are required to have a current physical on file with the school nurse. Physicals are only good for one calendar year from the date of the last exam. If the physical becomes out of date, a new physical will be required for interscholastic sports participation. The physical form is available on the Windham Middle School Athletics website.

X. STUDENT SERVICES

Special Services: The School District has an Executive Director of Special Services for SAU #95, located at the Office of the Superintendent and each schoolhouse has a Director of Special Education who is the LEA. In addition, WMS has the following educators in its special education department: special education teachers/case managers, school psychologist, speech/language pathologist, reading specialist, occupational therapist, physical therapist, and mental health school counselor.

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

●Students with educational disabilities (ages 3-21) be identified and receive individualized education programs and services designed to meet their unique needs; and be provided access to general education curriculum.
●Students are entitled to receive these services in the Least Restrictive Environment (LRE), meaning to the maximum extent appropriate, they will be educated in regular classes with their peers without 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 weakness and the type of disability a child has, and how it impacts the child's learning and involvement in curriculum.
3. Determination by a team of people, including parents, that the child meets both criteria:
    −The child has an educational disability which fits one of the 13 categories and
    −There is an adverse effect on a child's education, and
    −The child requires or needs special education because of that disability.
4. Once a student has been determined by the team to be eligible to receive special education, the team then creates an Individualized Education Program (IEP).
5. Placement, or where the services will be implemented, is decided. The child must be educated with peers without disabilities to the maximum extent appropriate.

6. The IEP is monitored and progress is reviewed.
7. Annual Review of the IEP.
8. Re-evaluation every 3 years to determine if the student still qualifies for Special Education.

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

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

Parents are very important members of this team. They assist the school professionals in identifying the tests or revaluations 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. For more information, parents can take questions or concerns about special education or their child to the general education teacher, the special education teacher, the director of special education, school principal/assistant principal, or the district executive director at the SAU office.

Guidance and Counseling Program: The Windham School District's Guidance and Counseling Program is a vital, essential part of the educational process for all students. This program is designed to meet students' needs by helping them acquire skills which are necessary to meet the expectations of all their life roles -- educational, personal, social, and career. The Guidance and 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 Guidance Department and/or through curriculum areas. These activities address age appropriate pro-social skills and give students the opportunity to explore their academic interests and various career paths, so that students are able to develop their full potential.

Throughout the school year, students who are failing due to work not being completed or passed in may be invited to academic work sessions after school. These work sessions will be from 2:30 to 4:30pm.

This is an opportunity for students to complete their work and "catch up" on any missed assignments. More regularly scheduled opportunities are available in our after school Homework Club that begins during the end of the first trimester of the school year.

Responsive services are also provided to 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 (e.g. social skills, academic concerns, family issues, self-confidence, study habits and homework, moving in and out of town, and future planning).

The Guidance Department can assist parents with: adolescent issues, behavior management, school progress, conference with teachers, family problems, social adjustment, and arranging resources.

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

All information shared in a counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and a professional duty not to divulge information learned in a private interaction unless there are special and compelling circumstances, or a legal mandate to do so. Specifically, counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; and, 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 SAU #95 are trained and certified professionals who adhere to the ethical standards of the American School Counselor Association.

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

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)
(Source: WSD Policy JFAB)

Disability Access: The policy of Windham Middle School is to provide access to facilities and programs for students, parents, and guests with physical disabilities.

Section 504 of the Rehabilitation Act of 1973: To become eligible for services and protection against discrimination on the basis of disability under Section 504, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that "substantially limits one or more major life activities". Questions regarding 504 plans at WMS can be addressed through the 504 Coordinator/Assistant Principal at Windham Middle School or the Executive Director of Student Services at the Office of the Superintendent of Schools.
The Windham School District does not discriminate on the basis of physical or mental disability in its policies or practices. If a violation of Section 504 is believed to have occurred, then a grievance may be filed with the building administrator or Superintendent of Schools, SAU 95, 19 Haverhill Road, P.O. Box 510, Windham, NH 03087.

XI. LEARNING COMMONS

A certified library media specialist runs our school Learning Commons. Our collection includes over 12,000 items. Students are encouraged to visit the media center during the limited open blocks and before school. Students who use the media center must be accompanied by a staff member or have a pass from their classroom or study hall teacher. If a student wants to check out a book or some other material during a closed period, he or she may put the item(s) on hold in Destiny. This can be accomplished by going to the Destiny webpage at http://destiny.windhamsd.org. From there the student will need to log in by clicking on the button in the upper right hand corner of the page. Once logged in, the student can search for the books or materials desired and place a hold on them. Students with overdue materials are not allowed to place items on hold. Learning Commons staff will check the items out to the student, and they will be taken to the student's reading classroom. There will be a cart outside of the media center for students to return materials when the Learning Commons is closed.

All books and materials must be signed out. Students may check out up to four items at a time. Materials may be kept for a period of four weeks. Overdue notices are sent out when materials are a month overdue. Lost or damaged materials must be replaced or paid for prior to the end of school.

Appropriate behavior in the Learning Commons is expected. Students who become habitual offenders may lose their Learning Common privileges.

E-Readers Available: The Learning Commons has made available a limited amount of e-readers for students. The Barnes and Noble Simple Touch is a convenient, portable reading device. It is the size of a paperback and capable of holding up to 1,000 books. Other features include:

- 6-inch touch screen, world's most advanced E Ink Pearl display

- 25% faster page turns and 80% less flashing than any other eReader
- Best-Text Technology specially optimizes each letter for ultra-crisp words
- 16-level gray scale for greater detail – Read in bright sun with no glare
- Adjustable text with 7 font sizes & 6 font styles
- Resolution: 800x600

The chance to use this device is a privilege that we are able to provide to students provided that the students use extra caution and exercise responsibility in caring for the Nook. Each Nook Simple Touch is valued at $99.00. For this reason, we require a parental signature before a Nook Simple Touch can be assigned to a student. These devices can be checked out of the Media Center for one week at a time.

A permission slip is required stating the Parent and Student Responsibilities in caring for the assigned e-reader. This paperwork must be signed by the student and the parent/guardian and received by the Media Center staff before the student is assigned a device.

XII. MISCELLANEOUS

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

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

A student has the right to be addressed by a name or pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

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

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

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

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.
(Reference 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 terms 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.).
(Reference WSD Policy: EH-R)

Volunteers WSD Policy IJOC:
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.
(Please refer to WSD policy GBCD - Background Investigation and Criminal Records Check)

Tutoring for Pay WSD Policy GCRD:
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.