



# **STUDENT/PARENT HANDBOOK**

## **2023-2024**

### **WINDHAM HIGH SCHOOL**

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

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

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

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

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

[https://www.windhamsd.org/our\\_district/school\\_board/policies\\_and\\_procedures](https://www.windhamsd.org/our_district/school_board/policies_and_procedures)

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

**(603) 845-1558, Option 1**  
**[whsattendance@windhamsd.org](mailto:whsattendance@windhamsd.org)**  
**Pick Up Patrol: [pickuppatrol.net](http://pickuppatrol.net)**



## District Mission

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

## Windham High School Mission

Windham High School is an educational community committed to excellence through hard work, high standards, personal responsibility and dedication to others.

## Windham High School Vision

*21<sup>st</sup> Century Learning Expectations:*

*Jaguars are ...*

- Accepting – Celebrating Individuality
- Collaborative – Work Together
- Creative – Think Differently
- Grateful – Show Appreciation
- Inquisitive – Explore Possibilities
- Involved – Extended Learning
- Persistent – Overcome Obstacles
- Responsible – Take Ownership

ROAR:

R: Responsibility

O: Opportunity

A: Achievement

R: Respect



Dear Parents & Students,

Welcome to the Windham High School community! WHS opened in 2009 and has continued to grow ever since. We serve about 1,100 students in Grades 9 through 12 and offer a comprehensive education committed to excellence through hard work, high standards, personal responsibility, and dedication to others. We offer a well-rounded, rigorous curriculum that provides all students with opportunities to challenge themselves, to grow, and, ultimately, to succeed.

WHS is proud to have received recognition as a School of Excellence by the NHASSP ED-ies Award committee in 2022. We also are ranked second in New Hampshire for Best High Schools by *U.S. News and World Report*. These awards are a direct result of the outstanding students and faculty at WHS, as well as community support for the school and its programs.

WHS offers a variety of academic pathways for students, from a Global Leadership certificate, where students are encouraged to travel the world; to Advanced Placement and Dual enrollment courses where students can earn college credits; to Career and Technical Education and Extended Learning Opportunities where students can explore career pathways. We also encourage students to get involved through extracurricular activities in athletics, Fine Arts, Robotics, leadership, and community service.

Windham High School continues to provide a first-rate education to all students in a supportive school environment.

If you have any questions, please do not hesitate to contact us at (603) 845-1558.

Best Regards,

Shannan McKenna  
Michael Keshigian  
Christopher Blair  
WHS Administration

*Please visit the Windham High School website for complete electronic handbook at*  
[WHS Student Handbook](#)

*Additional information and resources related to all WSD policies may be found on our district website*  
[WSD Policies and Procedures](#)



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### WINDHAM HIGH SCHOOL ADMINISTRATIVE STAFF

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

<b>Principal</b>	<b>Shannan McKenna</b>
<b>Assistant Principal</b>	<b>Michael Keshigian</b>
<b>Assistant Principal</b>	<b>Christopher Blair</b>
<b>Special Services Administrator</b>	<b>Emma Carnazzo</b>
<b>Athletic Director</b>	<b>Jon Hall</b>
<b>Director of Mathematics</b>	<b>Khristi Damboise</b>
<b>Director of Science and Engineering</b>	<b>Karalyn Gauvin</b>
<b>Director of Social Studies and World Languages</b>	<b>Nathan Cooper</b>
<b>Director of English</b>	<b>Jonathan Gilbert</b>
<b>Director of Fine Arts</b>	<b>Susan Kalil</b>
<b>Director of Assessment &amp; Accountability</b>	<b>Dr. Erin Hagerty</b>

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

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### SAU #95 ADMINISTRATIVE STAFF

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



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## ADMINISTRATIVE INFORMATION

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

### MAILING ADDRESSES & TELEPHONE NUMBERS:

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

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## SCHOOL HOURS

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



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**WINDHAM SCHOOL BOARD**

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<b>Chair</b>	<b>Dennis Senibaldi</b>
<b>Vice Chair</b>	<b>Shannon Ulery</b>
<b>Member</b>	<b>Cynthia Finn</b>
<b>Member</b>	<b>Stephanie Wimmer</b>
<b>Member</b>	<b>Dr. Johnny Kuttab</b>

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



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

AUGUST						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	No	No	23	24	25	26
27	TW	TW	30	31		
						2

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

**February 26-March 1** February Recess  
**7** Early Release

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

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

**4** Labor Day-No School

**1** February Recess  
**12** Teacher Workshop-No School

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

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

**4** Early Release  
**9** Columbus Day-No School

**22-26** April Recess

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

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

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

**15** Early Release  
**27** Memorial Day-No School

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

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

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

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

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

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

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

Holiday or Recess

Early Release

Student's 1<sup>st</sup> Day of School

TW-Teacher Workshop-No School





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## GENERAL SCHOOL INFORMATION

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**Note:** Full District policies are available via the Windham School District website: [www.windhamsd.org](http://www.windhamsd.org).

### **Residency**

WSD Policy [JFA](#), [JFAB](#)

Windham High School students must be residents of the Town of Windham.

### **School Property**

All computers, books, lockers, and other materials or equipment issued to students are the property of the Windham School District. The student or parent/guardian must pay for any lost or damaged school property. Outstanding obligations from non-payment of goods, books, and official documents could result in the loss of certain student privileges and/or administrative holds on student records (i.e., report cards, diplomas, etc.).

### **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 classes.
2. All students have the responsibility to assist the school staff in running a safe and healthful school.
3. All students have the responsibility to apply themselves to their school work, complete assignments on time, respect school property and to conduct themselves properly.
4. All students have the responsibility to be aware of all the rules and regulations for student behavior and to conduct themselves in accordance with them.
5. All students have the responsibility to dress in accordance with the dress code in a manner that is both neat and clean, and which does not create a distracting hazard to himself/herself or to others.
6. All students are responsible to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.



7. All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material which is obscene or slanderous, or to defame character, or to advocate violation of federal, state and local laws, or official school policies, rules and regulations.

#### **Student Identification Cards** [WSD Policy JRD](#)

In accordance with the policy (see below), all WHS students are expected to carry their school ID with them at all times during school, before and after school activities, and/or all other school related functions. Student ID cards can be used in the cafeteria and library media center, at WHS printers and copiers, as well as signing in and out of school in the Main Office. Upon request from a member of the WSD, students should be prepared and able to present their ID. If a student loses their ID, they can obtain a temporary ID and request a new ID card in the Main Office. The cost for a new ID card is \$5.00.

1. **Identification Card:** All students in 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:** 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:** 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 administrator upon exiting the school facility.
4. **Loss of an ID Card:** This will require immediate replacement. A fee may be charged for replacement.
5. **Uses of Card:** The card may be used for various school purposes 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.

#### **Military / College Recruitment**

Federal law requires that Windham High School provide the names, addresses, and telephone numbers of all secondary school students to those military recruiters and institutions of higher learning who request this information. However, the law also allows the student or parent/guardian to request that this information not be released and requires WHS to comply with such a request. Written requests to not release such information should be sent to the high school guidance office.



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## ATTENDANCE

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### **Student Attendance Absences and Truancy** [WSD Policy JH](#)

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 **7:52 am 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 **845-1558** or sending an email by **8:30am** to [whsattendance@windhamsd.org](mailto:whsattendance@windhamsd.org), or entering it in PickUp Patrol.

### **Truancy**

Truancy is defined as any unexcused absence from class or school. Under New Hampshire law, ten half-days of unexcused absence during a school year constitutes habitual truancy. 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. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or Principal's designee is hereby designated as the District employee responsible for overseeing truancy issues.

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent/guardian a letter, which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent/guardian's responsibility to ensure that the student attends school;
3. A request for a meeting between the parent/guardians and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

### **Planned Extended Absences**

At times, extended absences may be predictable and it is the student's responsibility to communicate anticipated absences to both the administration and his/her faculty. This may be accomplished by utilizing the Extended Absence form available in the Main Office.

Although a student's absence may be excused, non-attendance can adversely impact learning and achievement. In all absences, students are responsible for any work that may be missed. When a student is absent from school due to college visits or required family travel, a Planned Extended Absence Form must be completed prior to the planned absence, and it is requested that the form be submitted to the Main Office with five (5) days notice. Requests for work must be received not less than five days from the first scheduled dates of absence. Planned absences in excess of five days during any school year will count against a student's attendance record. Failure to complete a Planned Extended Absence Form and return it to the school prior to the absence(s) shall render the absences unplanned and shall count against a student's attendance record.

Post-secondary planning purposes (i.e., college visits and assessments, military recruitment interviews/assessments, potential employer interviews for graduating students, job shadows, etc.) are prime opportunities to utilize the Planned Absence Form. Verification through documentation is to be provided by the college or cooperating agency. Extended Learning Opportunities (ELO) in some cases will validate the exempt status for attendance purposes. Students are directed to the Assistant Principal for guidance regarding ELO matters pertaining to attendance.

### **Planned Extended Absences During Final Exams**

Students who will miss final exams due to a planned absence must submit a request *in writing* to take them early to the Principal. These requests must be submitted a minimum of three weeks prior to the date of the first underclass exam. The required paperwork includes: (1) Extended Absence form; (2) Request for Final Exams form. In addition to including the number of days that the student will be away, please describe in detail the nature of the absence on the forms. Students should also include appropriate supporting material(s), such as websites for programs, contact information for parents, and acceptance letters.

The Principal, in consultation with the student/parents/guardians will review:

- The nature of the absence—academic or personal



- The length of the absence

In general, exams will be taken after the completion of the school year, and shall be scheduled by the student with the assistance of their school counselor. Students may have their exams scheduled prior to the exam period planned for underclassmen. This will be arranged only for students who will be:

- Away from school/Windham for two weeks or more; and
- Participating in an academic program that supplements the student's overall education and future goals

No 'early' exams will be given prior to one week before the scheduled start of underclass exams. Students beginning their extended absence prior to that time will be required to take their exams during the summer. Exams taken after the conclusion of the school year will be taken at a mutually agreeable time in the guidance or front office of the high school. Exams must be completed within two weeks of the student's return from their absence, and no later than one week prior to the first day of the following school year. If an exam is administered after a teacher's contracted term, grading may be delayed until the teacher returns to school.

A report card will be generated at the end of the regular school year with grades of incomplete listed for final exams and final course grades. Grades will be re-calculated and an adjusted/final report card issued when all exams have been taken and graded.

### **PickUp Patrol**

PickUp Patrol is our 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 **1:20pm** on the day of the change.

After **1:50 pm**, 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 11am.



AAU - Absent AM unexcused, NO notification, missed 2-3 hrs in AM or arrived after 11am.  
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  
TE - 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.)  
ISS - Assigned an In-School suspension  
OSS - Suspension out of school  
EAP - Excused Alternative Placement

### **Tardiness**

Consistent and prompt attendance is a lifelong skill attributed to dependability and valued by our society. It is also a skill expected by employers. Students are expected to be on time to school each day and for each class. Students late to class may be assigned teacher-level disciplinary consequences with possible referral for further administrative action. Students who arrive to their first block class after the start of school—normally at the 7:52 bell—will be recorded as “tardy-unexcused” by their first block teacher. Tardiness to school may be excused in instances where the reason is in line with those identified as excused or exempt above—these students must first stop in the main office for a pass.

Students accumulating a large number of unexcused absences will be assigned consequences, including:

- 4<sup>th</sup> day unexcused tardy / quarter: Office detention
- 6<sup>th</sup> day unexcused tardy / quarter: Saturday detention, month loss of study hall media center access
- 7<sup>th</sup> day unexcused tardy / quarter: Saturday detention, parent-student- administrator conference, possible loss of parking privilege

### **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 do not need to come into the office, as students can sign themselves out. **NO DISMISSALS WILL BE GRANTED AFTER 2:00pm.**

### **Dismissals**

To prevent interruption of classes and the disruption of learning, students are dismissed from school via parental notes or PickUp Patrol. Dismissal notes should be submitted to the office before the start of school. Notes must contain the reason for the dismissal, and the expected time of return, if applicable. Students must sign out in the main office. Parents are requested to plan all student dismissals in this manner; emergencies are an exception. If a student needs to be dismissed for an unexpected reason, such as an emergency, then a parent or guardian is required to call in and obtain administrator approval for the dismissal.

### **Late Arrival / Early Dismissal**

Seniors and Juniors with academic study halls at the beginning or end of their scheduled school day may apply to have the privilege to either arrive late or be dismissed early. Students must have no classes scheduled prior to their arrival or





after their departure, and this privilege does not allow students to leave campus and return until the conclusion of the school day. For example, a student with a class 1A may not leave during 1B if they have late arrival on B days, and a student with early dismissal 4A may not return to campus after a trip home or to the store prior to 2:17pm.

In order to be eligible for late arrival or early dismissal, students must maintain good academic standing (no failing grades in the previous quarter), demonstrate good citizenship (as defined by the Assistant Principal), not have a record of excessive absences or tardies (no more than four unexcused tardies or unexcused absences the previous quarter), and be current with their community service hours. An application form is available in guidance for student use.

#### **Extended Learning Opportunities (ELOs) Source: [WSD Policy IHBH](#)**

Opportunities for learning beyond the traditional classroom environment, driven by students' interests, talents, and development, are expressly permitted by Windham School District policy IHBH. ELO credits may be available for independent study, private instruction, team sports, performing groups, internships, community service not otherwise required by the school, and work study. Other learning experiences, not identified herein, will also be considered on an individual basis. Students should see their school counselor for more information on ELOs.

#### **School Entry Procedures**

Windham High 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 High 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.

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## **ACADEMICS**

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#### **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. The details of the Windham High School grading system are outlined below.

##### **Grading Protocols**

1. Syllabi, as posted on PowerSchool Learning System, will include the method of grading to be used and any course specific retake provisions.
2. Homework will constitute no more than 15% of the quarter grade.
3. Formative assessments (labeled in PowerSchool as "F") have no minimum grade, and may be re-done at the teacher's discretion.
4. Completed summative assessments (labeled in PowerSchool as "S") will receive a minimum recorded grade of 50% only after a retake has been attempted.
5. Late summative work will receive a 5% deduction per school day; after five school days, a grade of 0 will be final, with no retake eligibility.



6. If a student has an unexcused absence/cuts a class/school on the day of a summative exam or the day a summative assignment is due, the student will receive a 0%. The student will have the opportunity to take the exam or turn in the assignment at the earliest convenience of the teacher for up to a 50%. The opportunity for a retake will be forfeited.

### **Assessments**

Students and parents will encounter the terms “formative” and “summative” at times during the school year. These terms refer to the two distinct types of assessments used in contemporary education. Formative assessments are smaller, more frequent activities and tasks given to students to measure effective instruction – how well it is being received and how well it is being delivered. Formative assessments are ideal to help teachers make adjustments in their delivery of course content. Homework, quizzes, small projects, and short writing exercises are only a few examples of formative assessments.

At the end of a unit or course, students are provided with assessments to measure all that they were exposed to in that unit or course. Summative assessments are these larger and less frequent efforts, such as exams, term papers, major projects, and even state assessments. Many courses use common summative assessments, which are prepared and given by multiple teachers and may be implemented multiple times allowing teachers to assess student performance in order to inform instruction practices or aid in curriculum development. These assessments are not retained by students following the in-class review. Parents wishing to view these assessment tools at the high school must receive permission from the Principal.

### **Retake Protocols**

1. Most summative assessments will be eligible for a retake assessment.
2. Exceptions to the retake policy are midterms, final exams and long-term assessments (papers or projects) with multiple assessment points that allow students to improve their work during its development. The exceptions to the retake protocol must be pre-approved by the appropriate Curriculum Director and be communicated prior to students and parents.
3. Remediation work will be required prior to each and every re-take opportunity. Teachers will detail their remediation process in their syllabi. Any exceptions to this must be approved by the appropriate Curriculum Director.
4. To be eligible for retakes, students may be required to complete assigned preparation/review activities prior to the initial summative assessment. This condition must be communicated to students prior to the initial summative assessment. Preparation and/or review activities, prior to the original summative, may not require students to attend sessions before or after school.
5. When appropriate and based on a student’s performance, teachers may choose to have student(s) retake only a portion of the assessment.
6. Individual departments will be consistent in their grading procedures for retakes as follows:
  - a. Humanities: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
  - b. World Language: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
  - c. Mathematics and Business: Students who receive below a 78% on a summative assessment will have one opportunity to retake the assessment for up to an 78%.
  - d. Science: Students will have the opportunity to retake summative assessments at least up to 80%.
  - e. Human Performance & Wellness: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.





- f. Fine and Visual Arts: Students who receive below an 80% on a summative assessment will have one opportunity to retake the assessment for up to an 80%.
7. Due to emergency or extenuating circumstances, teachers may request, pending the Director's approval, individual exceptions to these protocols may be implemented.

### **Failing Grades**

Students must earn a minimum of a 60% in a course to earn credit in the course.

### **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 Card**

The main purpose of a report card is to communicate to parents and others regarding student achievement and responsibility. Report cards also serve to provide incentives and feedback to enhance student learning, to identify or select students for certain educational courses or programs, and may be used to evaluate the effectiveness of instructional programs.

Report cards are electronically issued quarterly and are considered educational records under the Family Educational Rights and Privacy Act (FERPA). Parents and students can monitor on-going progress through their PowerSchool accounts. Parents who do not receive a report card are urged to contact their student's school counselor.

### **Mid-Quarter 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 digitally and are available for parents to view at their discretion. This will happen four times during the school year, once each quarter as an intermediate check-in for students' progress in all subject matters.

### **Summer School**

Students who do not pass a course, but do earn a minimum grade of 50% shall be eligible to receive credit for the course by the successful completion of summer school. Students must remain enrolled in and attend the course(s) to be eligible for summer school. The costs of summer school and the timely submission of grades to Windham High School are the responsibility of the student or parent.

### **Promotion and Retention: WSD Policy [IKE](#)**

The superintendent and the building principals shall develop rules for the promotion and retention of students, and the rules shall have the approval of the Board. The rules shall be published in the Parent-Student Handbook. Windham High School promotion and retention is based on the number of credits earned during each school year.

### **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 assignments.



Each school shall include in its Program of Studies or Student Handbook the average amount of time that a typical student should expect to dedicate outside of the school day to his or her studies for each class meeting with reasonable specifics for each grade and level (Please see the [Program of Studies](#) of the WHS Homework Expectations). Middle and High School teachers may adopt such guidelines on a department basis. District and School administrators, Deans and Department Heads from each school shall meet at least annually to ensure proper vertical/horizontal alignment for both the weighting of assignments and amount of homework given. School administrators and Deans and Department Heads from each school shall meet quarterly to ensure proper horizontal alignment and expectations. 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.

At Windham High School, there is an expectation that students will complete homework. 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. According to *Windham School District Policy IKB*, homework may collectively constitute no more than 15% of a final grade for any course; [...] departments within schools will develop and adhere to consistent expectations and procedures aligned with this policy.

#### **Faculty Responsibilities**

- Assign clear and specific homework assignments that take into account the various maturity and ability levels of the students in the class, as well as the totality of students' homework assignments in all subjects.
- Assign homework that has a discernable connection to current learning.
- Provide a homework statement in the course syllabus consistent with Windham High School policies.
- Maintain an up-to-date Unified Classroom page, which includes homework assignments, due dates, and upcoming assessments.

#### **Parent/Guardian Responsibilities**

- Establish a regular format for learning at home, such as a regular study area and hours
- Contact student's teachers or school counselors regarding concerns about homework
- Reinforce homework as a priority, and review your child's homework and offer guidance as appropriate

#### **Student Responsibilities**

- Plan your time wisely, taking into account the courses you are taking and their homework requirements.
- Make homework a priority and do not procrastinate.
- Ask for clarification if assignments are not clear
- Maintain an agenda for both daily and long term assignment due dates
- Contact your teacher when you encounter a difficulty in completing homework (e.g. a technological glitch)

#### **Make-up Work**

Students will be allowed one school day to make-up missing formative homework/classwork for each day of excused absence. Whenever possible, students should consult online resources to learn of their assignments. Students who may be out for longer periods (more than three days of school) should contact their teachers for additional information about their missing work. Note: For the purposes of this section, "each day" refers to each school day.



### **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 email, 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 IHAMA](#)

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.

### **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 WHS website. Scheduling will be open prior to the conference dates.

### **Right to Know Request**

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

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA), state law, and Windham School District Policy JRA guide the maintenance, custody, and access of educational records. Requests for inspection of records should be made in writing to the principal, and the principal shall arrange such inspection in a timely manner and under conditions that are reasonable (see policy) as to time and place for both the requesting party and the school in accordance with Windham School District Policy. (Source: [WSD Policy JRA](#))

Single copies of student records will be made available free of charge. Duplicate copies, or second copies of original materials shall be made available at nominal cost. Requests for copies of records must be made in writing to the principal and the school shall be accorded reasonable time to produce the requested copies. The Principal reserves the right to withhold the distribution of student records, including a diploma or certificate of attendance, until all fiduciary responsibilities are met. School district personnel with legitimate educational interests, as determined by the Principal, may be permitted access to such records without parental consent. The name and address of the administrator in charge of any particular student record may be obtained from the office of the Superintendent of Schools, SAU 95, 19 Haverhill Road, Windham, NH 03087.

### **Non-Custodial Parents**

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

### **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. The *Student Photo/Video Release* agreement will be sent home prior to the start of each school year.

#### **Student Publications Source: WSD Policy [JICE](#) and [JICEA](#)**

Ultimately, Windham High School is the publisher of all media generated by students, thus the Principal has the discretion and prerogative to edit or reject content, pursuant to district policy. Such a position is in line with the parameters set forth by the U.S. Supreme Court in its landmark 1988 ruling (*Hazelwood School District v. Kuhlmeier*). To this end, all student publications must comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating prejudicial or discriminatory practice, hatred, violence, the breaking of laws or school regulations, or materials designed to disrupt the educational process will not be permitted. This procedure applies to all forms of media emanating from, created through, or generated by the utilization of school resources.

#### **Printed Matter or Posters**

Posters or other printed matter having the intention to be displayed within Windham High School, must be approved by the school and district administration. It is the responsibility of the organization that posts material to remove it in a timely manner. All posters or other printed material must be hung so as to not damage the walls or other parts of the high school. Students, groups, or agents seeking authorization should allow for ample time so that proper review and authorization may be obtained.

#### **Field Trips [WSD Policy IJOA](#)**

Field trips must be authorized by the Principal or designee. The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the Principal. A Field Trip Consent Form should be sent to the parents of each child participating for a signature and return. This is to be done after the field trip has been authorized. No child may leave the school grounds on a field trip unless the form has been signed by the parents. Consent Forms of those attending should be filed with the Principal or designee before the trip. Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal or designee before the trip will be taken. Any overnight or out-of-state field trips must have the approval of the Board per policy IICA.

#### **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](#))



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## COMMUNICATION/TECHNOLOGY

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### **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 our Technical Assistance: [powerschool@windhamsd.org](mailto:powerschool@windhamsd.org).

### **School Cancellations, Delays, or Early Dismissal Announcements**

In the event of inclement weather, School Cancellation and Delay 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.

### **Media Center**

Students may access the resources of the Library Media Center during the day in several ways. Students come to the Media Center throughout the school day with their academic classes, as well as before school and after school Monday, Tuesday, Thursday & Friday. Students with academic study halls during the day may sign up to spend a study period in the Media Center as space allows. Students signing up for Media Center use must come prepared with academic work, or they will be returned to study hall.

Students are expected to remain in the Media Center for the entire period. Students have the responsibility to conduct themselves in a manner that is respectful to the needs of all library users.





Students can check out library materials for academic needs, choice, and pleasure reading. To ensure fair use of the resources, reminder notices will be sent when materials are overdue. Students are expected to pay the cost of any material that is not returned or damaged.

Printers and photocopiers are available for student use in the library. Copyright regulations are posted and students are responsible for complying with these laws. Abuse of the equipment, wasteful use of supplies, or knowingly violating copyright law will result in the loss of or revocation of duplication privileges.

#### **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 high 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 an already enrolled student, 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 High School provides computers for student and faculty use. The use of the computers, the WHS 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 laptop agreement form is required in order for a student to be issued a laptop computer. 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 WHS front office. (Source: WSD Policy [EGA](#), [EHAA](#))

#### **Staff and Students' Acceptable Use of Technology** [WSD Policy GBEE](#)

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.



### **School District Internet Access for Students** [WSD Policy JICL](#)

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

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the 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 students. Students shall be required to acknowledge in writing that they have read and understood the [District's Acceptable Use Agreement](#).

### **School Email**

Each WHS 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 High School and may be reviewed or monitored at any time by authorized personnel.

### **Laptop Use**

Students are reminded that the MacBook 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 WHS Student & Parent/Guardian MacBook 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 MacBook.
- 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 MacBooks 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 WHS 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 MacBook.
- Only games authorized by WHS 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 WHS staff member.
- Illegally obtained or shared music, movies and/or other media is strictly prohibited on any WHS 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 MacBooks.
- Students must have their MacBooks with them, locked in their school lockers, or in a designated area.
- MacBooks must not be left unattended.
- Students are not to deface their MacBooks in any way, e.g., with stickers, tape, white-out, marking pens, etc.
- Each MacBook is labeled with a district identification barcode and student identification label. Students must not remove these labels.
- MacBooks 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 MacBook 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 MacBook, or disruption of the school systems or networks, will result in disciplinary action, which can include the possibility of felony charges.



### **MacBook Loaner Procedure for Forgotten/Uncharged Computers Only**

Students are required to bring their own charged MacBook to school every day. Loaner MacBooks are not available and students will need to call home to have their MacBook dropped off. Students may borrow a charger, however supplies are limited.

### **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.

### **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 21<sup>st</sup> 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 the attached link.



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## STUDENT CONDUCT

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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 [JIC](#), [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.

### **Detentions and Student Discipline WSD Policies [JKB](#) and [JICD](#)**

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



## **Standards and Procedures Relative to Disciplinary Consequences**

### **Removal from the classroom**

means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

### **Restriction from school activities**

means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

### **Detention**

means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be contacted in a timely manner prior to a student serving detention.

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed four hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

### **Temporary Reassignment**

(In-school suspension) means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be contacted in a timely manner prior to the administration of a temporary reassignment.

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

**Probation**

means a student is given a conditional suspension of a penalty for a definite period in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty.

Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied. Parents/guardians shall be contacted in a timely manner prior to the administration of probation.

**Out-of-school suspension**

means the temporary denial of a student's attendance at school for a specific period. It includes short-term and long-term out of school suspensions.

**Short-term suspension**

An out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a)

**Long-term suspension**

Is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension.

**Expulsion**

means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. To see specific definitions and explanations or procedures for appeals or modifications, please refer to the full [WSD Policy JICD](#).



### 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	Teacher Detention	Office Detention(s)	Saturday Detention	Suspension
Tardiness (class)		✓	✓		
Tardiness (school)			✓ 4th/Quarter	✓ 6th/Quarter	Loss of parking privileges
Class Cuts(s)		✓	✓	✓	✓
Truancy				✓	
Leaving Campus				✓	
Loitering in Halls/Off-Limits			✓	✓	
Disruptive Behavior/ Removal from class			✓	✓	✓
Profanity / Obscene Gestures			✓	✓	✓
Profanity directed towards Staff				✓	✓
Public display of affection	✓			✓	
Failure to comply			✓	✓	✓
Fighting					✓
Theft				✓	✓
Vandalism				✓	✓
Dress code	1 <sup>st</sup> Offense (and correct)		2 <sup>nd</sup> and subsequent offenses		
Tobacco/ Drugs/ Alcohol/ Weapons*					✓
Bullying/ Hazing/ Harassment*				✓	✓



### **Passes**

Students will not be allowed to leave any classroom or study period without a signed pass from the teacher in charge. Students are to report as quickly as possible to the destination specified on the pass. Failure to adhere to this rule will result in the temporary or permanent loss of a privilege. Teachers and students have a mutual responsibility to make sure that students have passes when leaving their classrooms. Passes must have a date, time and destination on them. Altering a pass in any way will result in the loss of the privilege, or a disciplinary consequence. Constant requests by the same student for a pass to the bathroom should be brought to the attention of the student's parent, Administration, and the school nurse for consultation.

### **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.

### **Elevator Usage**

The Windham High School elevator is reserved for the use of students who have the approval from the school nurse or an administrator. Elevator use under such circumstances is limited to the approved student and one other individual who carries books and belongings of the approved student.

### **Student Dress Code [WSD policy JICA](#)**

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

District Standards:

- A. Students must wear:
  - a. A shirt/dress (with fabric in front, back, under the arms, with straps/sleeves and covering the mid-section);
  - b. Pants, skirt, leggings, shorts, etc.; and
  - c. Shoes.
  - d. Students may wear: caps, hats, and other headgear may be worn as long as the wearing of such does not impact learning.
- B. Students must not wear:
  - a. Tops that do not completely cover the mid-section;
  - b. Clothing depicting hate speech, offensive, vulgar, or racist language or pictures;
  - c. And clothing that glorifies, encourages or promotes the use of alcohol or drugs.

Building Principals shall assure that any District or School standards are included in the Student Handbook and otherwise communicated to students annually. Notwithstanding District or School standards, some courses and school activities may require adjustments to attire and hairstyle or may require specific attire to ensure safety during academic activities (e.g., science labs or PE). Students who violate this policy will be given an opportunity to correct the situation by either





changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal or designee so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension. School staff shall not confront students on dress-code violations in a manner that unnecessarily disciplines or publicly shames the student. When a school staff member or school administrator discusses a dress code violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student.

### **Cafeteria**

The cafeteria should be a place where students may enjoy lunch and conversation with friends. The lunchroom management, custodians, and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in waste receptacles.
- Leaving the tables as clean as possible.
- Keeping all food and beverages in the cafeteria.
- Recycling when possible.

Please be respectful of the cafeteria space and your peers. Students who cannot abide by such standards may have an alternative and supervised dining area arranged, or receive a disciplinary consequence, such as having to help clean the cafeteria after the assigned lunch block.

### **Drugs and Alcohol** [WSD Policy JICH](#)

The School Board is concerned with the health, welfare and safety of its students. The use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act. Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to local law enforcement. Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP).

### **Tobacco Products and E-Liquids** [WSD Policy JICG](#)

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

### **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](#))

### **Leaving School Building or Grounds**

Once students arrive on school property, they may not leave school property without a proper dismissal from a parent or guardian as processed through the main office. Specifically, students arriving to school before the beginning of school hours, by automobile, bus, or any other method may not leave school property. Once a student has arrived on campus, they are to remain on campus. Likewise, once a student is dismissed from campus, they are not to return to campus unless previously determined as part of the dismissal process; this would cause the student to sign-in with the Main Office. All wooded areas surrounding the high school are strictly off limits at all times, including during dances and all co-curricular events.

A student who leaves the school building or campus without permission of the administration is subject to search of their person, belongings, and/or vehicle. This serves the purpose of providing a safe learning environment. Students who are not able to comply with this issue of safety and liability may yield an administrative response of varying degrees as such scenarios may be both a non-compliance and a matter of unauthorized absence(s) from class.

### **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.

### **Program of Studies**

contains a complete list of all curricular and co-curricular activities. Teachers or students who desire to initiate additional activities are encouraged to contact the Administration.

**Student Government WSD Policy JIBA:** The student council shall provide structure for student organization and input into school matters. It shall meet regularly to organize its own activities and to communicate with the administration and faculty of Windham High School.

The following makes up the student government structure:

- A. The Student Body: Every high school student will be a member of the student body.
  - a. Every member will have the right to one vote per office in the election of class officers in his/her designated class.
  - b. Every member has the right to express his/her opinion regarding the Student Government and the welfare of the school in a respectful manner.
  - c. Students must be present in school to vote.
- B. The Student Council: Which consists of four (4) class officers from each class, and four (4) elected representatives from each class. It shall meet on a regular basis and the Student Council President will run the meeting. An advisor is appointed by the administration.



### **Fundraising**

All fundraising at Windham High School on behalf of its clubs, activities, teams, or organizations must be approved by school and district administration, as well as planned and scheduled in a manner that is fair to all groups who seek to raise funds and considers the cumulative impact of fundraising on the Windham community. Such fundraising shall adhere to established procedures and conditions as to purposes, records, and duration of the fundraising activity. (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 1<sup>st</sup> of the school year following the loss. (Please refer to [WSD policy JQ](#)). Failure to reimburse the school could result in non-participation in end of year school activities or other consequences.

### **Human Performance Lockers**

Students may be assigned a locker in the respective locker rooms and can 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.

### **Transgender and Non-Conforming Students** [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 in accordance with the law.

Students will be considered transgender if, at school, they consistently assert a gender identity or expression different from that traditionally associated with their assigned sex at birth. This involves more than a casual declaration of gender identity or expression, but it does not require a medical diagnosis.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and, together with their parents or guardians, 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.

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 their gender identity or 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 their gender identity or 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 changing 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.

### **Academic Integrity**

Academic honesty requires students to do their own work. Students are expected to perform honestly through the production of their own work and through the demonstration of respect for the individual and the belongings of others. Absent of this, our Expectations for Student Learning, be it academic, civic, and social, are not being met.

Each high school course presents specific responsibilities for students to act honestly. Teachers will review with students their policies on homework, student group projects, formats for crediting sources, and issues of academic honesty including plagiarism, cheating, improper use of technology.

### **Plagiarism**

Plagiarism is significant on two distinct levels within an academic environment. First, it is broadly applied to a myriad of violations of honesty; and second, the consequences of such behavior are severe. It is important to understand that plagiarism can be intentional or unintentional. "When a writer presents an argument, a definition, an interpretation of events, or...a text as his or her own, when in fact that argument or definition or interpretation came from someone else's text, the writer is plagiarizing. The solution is to frame the idea by introducing it as the original author's and by citing the source from which the idea came" (Bridgewater, 2010).

Four common infractions are:

1. A deliberate act of putting one's name on a paper written by someone else or putting one's name on text copied from a website and pasted into a document.
2. A presentation of factual information without citing the source from which the information was obtained.
3. The use of someone else's words to present ideas, information, or analysis without use of quotation marks and citation.
4. The use of someone else's ideas, positions, or arguments without attribution.

Technology, including translators, graphing calculators and the Internet, should be used as a resource, not as a substitute for original work. Misuse of these resources will be considered cheating, as will the use of unauthorized notes, copying the work of other students (with or without their consent), and duplication of electronic media.

In most cases, the penalty for cheating will be a "zero" on the assignment for all parties involved and communication of the reason(s) for the zero by the teacher to the student's parents/guardians, as well as WHS administration. This is particularly serious if a student(s) is involved with cheating on an assignment that holds a significant weight in determining the final grade for the course. It is possible that a student receiving "zero credit" on a major assignment could jeopardize the awarding of course credit. An alternative, or combination thereof, determined at the faculty member's prerogative, with the approval of a Director or Administrator, may also be assigned. In any instance, an



incidental referral is to be submitted to the Assistant Principal, as this is a matter involving student discipline. Subsequent incidents of plagiarism or cheating may result in additional administrative action.

Students are advised that membership in any honor society can be denied or revoked if a student commits plagiarism or cheating on any assignment.

### **Duplication of Assigned Work**

Assigned work to be completed in one course (class) for credit may not be resubmitted for credit in another course (class) without the specific prior approval of the teacher(s). Work assigned in one course generally has processes and criteria specific to that course. Duplication of any previously assigned work for another course defeats the purpose of the assignment.

### **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. At Windham High School 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. Non-consensual recording of teacher-classroom discussions, student discussion, and/or personal matters; including releasing student information without consent; is in violation of the Family Educational Rights and Privacy Act (FERPA) as well as NH state law, RSA 570-A. Any person who intercepts this kind of communication without the consent of all parties to the communication could be found guilty of an unlawful act.

Exceptions of school-approved devices based on student's needs include:

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

### **Graduation** [WSD Policy IHBI, IKF](#)

All students, regardless of ability, must earn the credits required [...] and satisfy other academic requirements for graduation established by the School Board in order to receive a Windham High School diploma and be eligible for participation in graduation. The school board has the authority to approve exemptions or waivers to the policy that all students, regardless of ability, and who are pursuing a standard diploma, must earn the required credits and satisfy all other academic requirements to be eligible to participate in graduation. The school board will consider such requests upon receipt of a written appeal, which must be submitted no later than February first of the year in which the student intends to graduate.

Selected students may have their educational opportunities extended beyond the typical four-year experience based on recommendations made as part of the Special Education/504 process. These students may participate in various senior activities (Senior Trip, Senior Breakfast, Red Sox game, etc.) one time—during the spring their class cohort will graduate,



**or** the year that the student will complete his/her education. This determination should be made as part of the student's transition plan. Students may attend the Junior/Senior Prom twice within the spirit of this section.

There are multiple pathways for a WHS diploma that are available to all students:

- Traditional Pathway- 24 credits
- Career and Technical Pathway- 20 credits
- Windham High School Alternative Diploma of Attainment

## **Honor Societies**

### **Subject Area Honor Societies**

Some subject areas have established national honor societies, including: Tri-M—the Music Honor Society, Mu Alpha Theta—the Math Honor Society, and those in several world languages. Students eligible for membership in these societies will be notified by the advisors or membership of their eligibility, and given the opportunity to apply. Membership decisions will be made based on the criteria as determined by each individual honor society. Students should confer with their Advisor, School Counselor or the society's advisor for more information and application procedures.

### **National Honor Society**

The National Honor Society is an organization whose purpose is "to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership, and to develop character in secondary level students." (NHS Const.) NHS membership is an honor bestowed by a faculty council and is based on established criteria (see criteria below) in scholarship, character, leadership, and service. Students should confer with their Advisor, School Counselor, or National Honor Society Advisor regarding application procedures.

### **National Honor Society Criteria**

Students who have a cumulative grade point average of 3.7 or higher and meet other eligibility requirements as determined by the Constitution of the Windham HS Chapter of the National Honor Society may be invited to go through the selection process. Applications are distributed and considered in the fall of students' Junior and Senior years and evaluated on the four pillars of NHS: Service, Scholarship, Leadership, and Character.

Note: Although numerical scores are indicated for each rubric column, there is no minimum number required for the acceptance of an application for membership.

### **Scholarship**

Students must have a cumulative grade point average of 3.7 or higher

### **Service**

In order to be eligible for membership, Junior candidates must have evidence of a minimum of 25 hours of service, and Senior candidates must have a minimum of 35 hours.

Service is generally considered to be those selfless actions taken by the student done with or on behalf of others without any financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to the school, his/her classmates, and the community, as well as the student's attitude toward service will be reviewed. Through their service, candidates must also demonstrate a variety of quality service projects, *or* a long-term dedication to a single quality service project. In determining the quality of service, financial or item donations and/or participation in activities as part of a co-curricular team or organization will generally not be considered as high-quality actions. Some activities that are accepted as 'Service Learning' hours by the school may not count towards meeting this requirement.



The student meeting the expectations of this pillar:

- Assists at a variety of community-based opportunities, such as volunteering at a homeless shelter, selling snow cones at the Strawberry Festival, ushering for a school theatrical performance, and/or tutoring classmates in the Learning Center
- Volunteers as a long-term assistant to a Brownie Troop, assistant to a youth athletic team or club, mentor to a child as a Big Brother / Big Sister, or reader to children at the Nesmith Library
- Does not benefit from the service, such as cleaning the playing field of his/her team, building sets for his/her performance, or the receipt of academic credit

4	3	2	1
Student has far exceeded the Service expectations with a wide variety of quality service projects, or a significant, long-term dedication to a single quality service project.	Student has exceeded the Service expectations with a variety of quality service projects, or dedication to a single long-term quality service project.	Student has met the minimum Service expectations through a variety of service projects, or a single project.	Student has met the minimum Service expectations through service projects that lack variety, depth or quality.

### Leadership

is generally considered to be actions in the classroom, at work, and in school or community activities, which inspire others to demonstrate positive behavior. A leader is resourceful in proposing new problems, applying principles, and directing action. A leader demonstrates initiative, encourages others, and serves as a model for all. Leaders are able to delegate responsibilities effectively. Leadership roles in both the school and community may be considered, provided they can be verified.

The student meeting the expectations of this pillar:

- Is an elected leader of one or more clubs, teams or organizations
- Effectively participates in those activities in ways that inspire others to greater success
- Is recognized as a person who can be relied on by the leaders of groups and/or activities to work hard without being asked

4	3	2	1
Student has far exceeded the Leadership expectations. Faculty survey responses are mostly 4s in this category.	Student has exceeded the Leadership expectations. Faculty survey responses are mostly 3s in this area.	Student has demonstrated some of the Leadership expectations. Faculty survey responses are mostly 2s in this area.	Student has demonstrated few or none of the Leadership expectations. Faculty survey responses are 1s in this area.

### Character

is generally considered to be the demonstration of five traits: respect, responsibility, trustworthiness, compassion and integrity. The student of good character respects peers and adults alike, takes responsibility for his/her actions, earns the trust of others, shows compassion for all, and demonstrates integrity. This pillar will be evaluated based on





two adult recommendations, a faculty evaluation, as well as a personal essay submitted as part of the application process.

The student meeting the expectations of this pillar:

- Is viewed by his/her peers and adults alike as consistently demonstrating the qualities of character
- Upholds the principles of morality and ethics through word and action
- Manifests his/her character in obedience to federal and state laws, school rules, adherence to policies regarding academic integrity, and taking credit only for his/her own actions individually or as part of a group
- Adheres to these principles at all times, and in all locations

4	3	2	1
Student has far exceeded the Character expectations. Faculty survey responses are mostly 4s in this category. Student essay shows a strong understanding and demonstration of the five traits of character.	Student has exceeded the Character expectations. Faculty survey responses are mostly 3s in this area. Student essay shows an understanding and demonstration of the five traits of character.	Student has demonstrated the Character expectations. Faculty survey responses are mostly 2s in this area. Student essay shows an understanding of the five traits of character.	Student has not upheld the qualities of good character as noted. Faculty survey responses are 1s or 2s in this area. Significant shortfalls in this area are evident through the student essay.

#### **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 JICK* 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 pupil's 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**

Hazing is strictly prohibited at Windham High School, by both school policy and New Hampshire law. Violation of the student hazing policy may subject an individual or recognized team/organization to disciplinary action. In addition to serious school imposed consequences, students, teams, and organizations may be subject to criminal prosecution for violation of the New Hampshire anti-hazing law.

Windham students and employees are required to notify appropriate school officials of any perceived instance of hazing, as defined by school policy and/or New Hampshire law. Reports may be made directly to the administration or to coaches, advisors, class deans, nurse, or other officials who have responsibilities for student organizations. No student, school employee, volunteer, student organization, athletic team, or other school recognized group or association shall conduct or condone hazing activities, "consensual" or not.

All students have a duty to the law and a responsibility to their school to never engage in hazing activities.

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.

### **Racist Language**

Discriminatory or harassing language directed at students or staff based on race, culture, religion, etc., will result in disciplinary action, starting with in-school suspension. Out-of-school suspension will be the consequence for second and subsequent offenses.

### **Fighting/Assault**

Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. Behaviors that violate this standard include, but are not limited to, incitement or instigation; physical abuse or uninvited personal physical contact, including sexual assault; threatening gestures, notes, comments, or electronic messages; fighting; extortion; and conduct which endangers oneself or others. Such behaviors are intolerable and incongruent with the WHS Mission Statement and substantially disrupt the learning environment. Students involved or associated with such behaviors will be subject to administrative action including, but not limited to, suspension, police intervention, and possible criminal and civil charges.

### **Threatening**

Any student who, in person or through the use of mail, telephone, internet, written note, posting or other instrument, willfully makes any threat or conveys false information, knowing the information to be false, concerning an attempt or alleged attempt being made, or to be made, to kill, injure, harass, malign or intimidate any individual while at school or school events or en route to school or school events while traveling on a school bus, or; unlawfully damage or destroy a building, vehicle, or other real or personal property owned, leased, or occupied by the school by means of a weapon, fire or explosive or other device or method shall be considered to have threatened the safety of the school community and is therefore in violation. Said individual(s) shall be addressed by the Administration inclusive of a report to the Superintendent, who will decide if an expulsion hearing with the Board is warranted. Appropriate law enforcement agencies may also be notified.



In circumstances where words or deeds, inferences or ideations, indicate, allude, or threaten harm to one's self or others, the Principal or designee may determine those responsible for such actions remain out of school pending an assessment to determine whether the individual(s) poses imminent risk to one's self or others. Such assessments will be conducted by a licensed clinical professional outside of the school system.

A student found by the School Board, after a hearing inclusive of due process, to have threatened the health, safety or welfare of any individual of the school or any structure owned, leased or occupied by the school may be expelled or suffer other sanctions deemed appropriate by the Board. This will also apply to any student who aids, encourages, or causes another student to engage in any conduct prohibited in the above statement.

### **Vandalism**

Vandalism is the willful marring, defacing, or destruction of property. Defacing or otherwise damaging school property or personal property of members of the school community will result in administrative action deemed appropriate by the Administration. Criminal and/or civil liabilities may apply to which the Administration may defer to the proper agency for restitution.

Textbooks are furnished free of charge for student use. Students are responsible for returning the textbook to the school in the same condition in which it was issued, less normal "wear and tear". Students who do not return books or materials, or who return books and materials that are damaged shall be required to pay for the cost of the books or materials. Students are expected to properly and safely lock all valuables in Windham High School, to include both personal and school property.

### **Insubordination**

In order to maintain an atmosphere of mutual trust and respect, students are expected to respond truthfully and promptly to directions or reasonable requests of staff members. Failure to do so is a serious violation of school regulations and will result in disciplinary action up to, and including suspension from school. Instances of lying or deliberate misrepresentation of the truth may also result in disciplinary action up to, and including, suspension from school.

### **Removal of a Student from Class**

Students who are repeatedly disruptive in class or consistently refuse to do assigned class work may be temporarily or permanently removed from a class by an administrator at any point in the year. Students who are permanently removed from a class will not receive credit for the course.

### **Profanity**

The use of profane, obscene, or vulgar language, gestures, inferences, or innuendo is prohibited during school, at all school events, or on any of the school's property or buses. Profanity directed to a staff member will result in a suspension from school. Behavior that may not be profane or obscene, but is derogatory or disruptive in nature, is not permitted. Depending upon circumstances presented to a Teacher, Staff, or Administrator, administrative action to discourage repeat behavior will be assigned.

### **Theft**

In instances of theft, disciplinary action, restitution, and a conference with the student, parent/guardian, school counselor, and administration will be required and a referral to law enforcement will be likely. Windham High School and the District are not responsible for personal losses, such as thefts and damages in school, on school grounds, or during school-sponsored activities either on or off-campus. Students are strongly encouraged to secure and lock personal belongings and valuables. Whenever possible, such items of value should remain at the student's home.



### **False Fire Alarms**

Pulling a fire alarm without just cause is a serious violation of school rules. State law states: “Any person who knowingly gives or aids or abets in giving any false alarm of fire, by any means, is guilty of a misdemeanor. Should any bodily injury result from a false fire alarm, the perpetrators will be guilty of a Class B felony.” RSA 644:3-a. Students violating RSA 644:3-a will be suspended from school.

### **Incendiary Devices**

Matches, fireworks, cigarette lighters, or any incendiary device are strictly prohibited from school property. These are unsafe and volatile items that present imminent risk of injury to members of the school community. Possession of such articles will result in administrative action deemed appropriate by the administration.

### **Trespassing**

Students, school personnel, parents, and visitors are normally welcomed to school property during regular hours of operation or special events. In instances when a person has been notified that he or she is not permitted on school property, then continued entry shall constitute trespass into a public school and law enforcement officials will be notified.

### **Forgery**

Forgery is a serious offense and is contrary to our mission statement. Consequences for students who forge documents and/or signatures, including field trip permission slip forms, will include loss of privileges and/or other disciplinary action as determined by the administration.

### **Gambling**

Gambling related materials (including playing cards), or acts of gaming or the enabling and/or promotion thereof, is not allowed on school property, or through the use of school resources – electronic or otherwise – regardless of age.

### **Student Protests, Demonstrations, and Strikes** [WSD Policy JJJ](#)

The Board recognizes the rights of students to dissent peacefully so long as the day-to-day educational focus is not disrupted or hampered. When student protests, demonstrations or strikes on school property include violations of the rights of other students to an education, or when such protests, demonstrations, or strikes involve force, threat of force, or actual violation of the law, those students responsible may result in disciplinary action. At all times, the safety of the students shall be the main priority during times of student protests, demonstrations or strikes.

### **Anti-Discrimination Plan** [WSD Policy AC](#)

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

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

### **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, (in policy), 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 (in policy). 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.

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**

Only Windham High School students will be allowed to attend school dances held at the high school, including semi-formal dances. Students inappropriately dressed will not be admitted. Students will not be admitted more than one half hour after the start of the dance, unless previously approved by the administration, and must not leave the dance until its conclusion, unless dismissed by a parent/guardian *in person*. Students are expected to enter the building as soon as they arrive and must leave school grounds immediately after the conclusion of the dance. Responsible behavior is expected from all students. All school rules regarding student discipline, decorum and behavior that are applicable to normal school days apply at dances. As with the regular school day, the surrounding woods and parking lots are strictly off limits. Students wishing to attend any dance must attend two full blocks the day of the event, or (in the case of a weekend event) the Friday before.

### **Prom**

The Prom is a special dance held once a year, for juniors and seniors separately, usually at an off-site location. Students are required to follow the expected attire of such an event, including adhering to a standard of appropriate dress. Students arriving inappropriately dressed, as judged by school administration, will not be admitted. Students must arrive within the first hour of the prom, and may not leave early except with pre-approval of WHS administration or with a



parent/guardian *in person*. Some proms may be held at a distance from the high school that requires bus transportation to and from the event for safety reasons. If busing is provided, then *all students must ride the bus in both directions*, unless prior approval is given by administration. Guests are permitted to attend the prom, but must be under 21 years of age, and pre-approved by administration using the Prom Guest Approval form, which requires the signature of an administrator from the school the guest is currently attending, or the parent/guardian of the WHS student who is bringing the guest. Guests are required to adhere to all rules and expectations of WHS students, including dress, the use of tobacco products, and behavior. Students may be held accountable for the behavior of their guests.

#### **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.



#### **Student Interviews and Interrogations [WSD Policy JIHD](#)**

- A. **Interviews of Student Witnesses or Victims by School Administrators.** When a violation of Board policy or school rules occurs, the school Principal and/or designee may question potential student victims and witnesses without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.
- B. **Interrogations of Student Suspects by School Administrators.** In situations where a student is suspected of violating Board policies or school rules, the Principal and/or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing to the proper school administrator. To see the other sections of this policy (C. Interviews of Students by Law Enforcement or DCYF Caseworkers in Certain Cases and D. Other Interviews and Interrogations by Law Enforcement Officers) follow the above link.

#### **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.





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## SAFETY/EMERGENCY INFO.

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### **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. (Source: [WSD Policy EBB](#))

### **School Safety/Emergency Evacuations and Drills**

Administration, in concert with public safety agencies, will periodically conduct drills in order to ensure that efficient response procedures and protocols will be met when, and if a true emergency develops, thus limiting exposure to threats, injury, or harm to members of the WHS community. It is through the codes set forth by the Division of Fire Safety for the State of New Hampshire and the regulations promoted by the National Fire Protection Association that the Administration base its policies and procedures regarding prevention and mitigation.

The signal for an emergency or drill requiring the evacuation of the building will be the activation of the audio (alarm/voice) and visual (strobes/lights) alert system. Unless otherwise instructed, students are to proceed out of the building in accordance with the posted room evacuation instructions, assemble in designated locations, and take directions from faculty/staff members throughout the procedure. In some cases, a departure from the physical grounds of the campus may be necessary on foot or by transportation. In any event, a level of decorum and cooperation is an utmost priority.

Re-entry to the school building or a return to campus will be authorized by a designated Incident Commander and communicated through an effective system administered by a team of responders, commonly referred to as the “all clear” signal. (Sources: [WSD Policy EB](#), [EBCA](#), [EBB](#), [EBCB](#), [JLIA](#))

### **School Resource Officer**

An officer of the Windham Police Department is assigned to the Windham Schools. The officer is an integral part of the school community and the officer works closely with the school counselor, administration, students and their parents.

### **Supervision of Students**

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





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## TRANSPORTATION

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Nearly all Windham students are assigned to a specific bus and are also assigned to a specific bus stop.

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. **(Source WSD Policy [EEA](#))**

**Recording Devices on the Bus:** In an effort to ensure student safety and maintain discipline, the Windham School District may use video recording devices (hereinafter “recording devices”) on any or all buses used to provide transportation for District students. **(Source: [WSD Policy ECAF](#))**

**Student Conduct on School Bus** [WSD Policy JICC](#)

Students using school buses and other District transportation are under the jurisdiction of the School from the time they board the bus until they exit the bus. Additionally, Board policy JICDD applies to “out-of-school” student conduct, including, but not limited to, conduct at or near school bus stops.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses. See District administrative School Bus Conduct Rules JICC-R and these shall be printed in the Parent-Student Handbook, made available on the District and/or school website, and provided in other languages as needed.

Failure to abide by the School Bus Conduct Rules Continued, disorderly conduct or persistent refusal to submit to the authority of the driver may result in a student to be denied or suspended from the privilege of transportation in accordance with the RSA 189:9-a, and applicable District rules and procedures. See JICC-R. Additionally, conduct on District transportation is subject to additional interventions, supports or consequences as provided in the Student Code of Conduct.

If a student is to lose the privilege of riding the bus (“transportation suspension”), advance warning will be given, except for misconduct that threatens the health, safety or welfare of other students, staff or any other person. Parents/guardians of students who have had bus privileges suspended have a right to appeal the suspension within 10 calendar days to the person who issued the original suspension. Transportation suspensions exceeding 20 days must be approved by the Board. Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil’s parent/guardian. The Superintendent shall include such appeal and review procedures in the School Bus Conduct Rules referenced in the preceding paragraph. Transportation suspensions may extend to all District transportation according to the Student Bus Conduct Rules.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus, along with the bus monitor, if applicable, is responsible for the orderly conduct of the students transported. Each driver and monitor has the support of the Board in maintaining good conduct on the bus.

**Student Rules and Conduct on the School Bus** [WSD Policy JICC-R](#)

1. Students should arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Students shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed students to get on the bus.



3. Students shall wait in an orderly line and avoid horseplay.
4. Students may cross the road or street only in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Students shall go directly to an available or assigned seat when entering the bus and move in toward the window.
6. Students shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
7. Students shall observe normal classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Students shall not engage in verbal abuse and/or use abusive language to others.
9. Students may carry only objects that can be held safely on his/her own lap. Musical instruments, athletic equipment bags and the like must be placed in the area designated by the driver.
10. Students shall refrain from throwing or passing objects on, from or into buses.
11. Students shall refrain from eating and drinking on the bus.
12. Students shall respect the rights and safety of others.
13. Students may ride only the bus that they have been assigned, and students may only board or exit at their assigned stops. (Exceptions will only be made with a note from a Principal or Principal's designee.)
14. Students are prohibited from extending their heads, arms or objects out of the bus windows, and are not allowed to open windows without permission of the driver.
15. Only authorized riders are permitted on the bus.
16. When necessary, students will be expected to sit three passengers.
17. Students are strictly prohibited from possessing or using tobacco, alcohol, drugs, or any controlled substance. In addition to any interventions or consequences pursuant to these rules or the police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
18. Students shall not use profane language or obscene gestures, and shall make any excessive noises while on the bus.
19. Fighting, wrestling or acts of physical aggression are strictly prohibited.
20. Students shall not deface or otherwise damage the bus, the driver's or any other students belongings while on the bus. Students/Parents will be held responsible for any and all damages to the bus caused by the student by way of vandalism or other intentional or reckless conduct.
21. Pupils shall not carry hazardous material, nuisance items or animals onto the bus.
22. Students are prohibited from hitching rides via bumper or other parts of the bus.

#### **Student Use of Vehicles: WSD Policy [JLI](#), [EEAG](#)**

The operation and parking of vehicles by students on school district property is a privilege. All vehicles must be Registered through the main office and must exhibit a valid parking permit properly displayed on the vehicle. Students are only authorized to park in the space assigned. Motorcycle drivers and riders, regardless of age, are required to wear a helmet when riding on school district property.

The parking of student vehicles in non-designated areas such as fire safety lanes, delivery ways, lawns or grass, restricted areas, and other non-designated areas may result in administrative action and/or the loss of parking privileges. The failure to comply with state, local, or school rules, including speeding, failing to yield to pedestrians, operating in an errant manner, or otherwise endangering the safety of others, may result in the temporary or permanent loss of this privilege, depending on the circumstances. Parking at Windham High School without first obtaining a parking permit may



prevent a student from subsequently obtaining a parking permit. Vehicles without parking decals/tags, or which are illegally parked, are subject to towing at the owner's expense.

To earn the privilege to operate or park a motor vehicle at Windham High School, the driver must have a demonstrated record of good school citizenship and have completed Service Learning hours commensurate with their class status (Seniors: 30, Juniors: 20, Sophomores: 10) prior to applying for a permit through the Assistant Principal. Students apply for parking privileges on an annual basis. The annual parking fee is \$5 and is not refundable in the event of temporary or permanent revocation. Student parking privileges are not transferable to another student and the Administration reserves the right to assign, limit, or otherwise restrict parking spaces.

A student who has lost the privilege to operate their vehicle, be it on a temporary or permanent basis, may not operate the vehicle of another person on school grounds. Moreover, a student who has lost the privilege to operate their vehicle may not lend another student/operator their vehicle or parking decal/tag so as to perpetuate the same opportunity for which the suspension seeks to negate. In no case may a student, regardless of age, drive to or from field trips, athletic contests, or other activities for which transportation is arranged by the school or school organization.

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).

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

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



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

The Board specifically forbids any employee to transport students for school purposes without prior written authorization by the Superintendent/designee. In no case may a district employee transport a student in a private vehicle unless the employee has a valid School Bus Driver Certificate from the N.H. Department of Safety. This prohibition does not apply to "Mixed Use" School Buses under RSA 259:96-a.

When district transportation is not provided, transportation shall be the responsibility of the student and his/her family. A student participating in an Extended Learning Opportunity (ELO), attending a program through the Career & Technical Education (CTE) program in Salem or another district, or associated with a specified program endorsed by the Administration, may petition the Assistant Principal for permission to operate a personal vehicle to and from the high school campus. In such matters, it is the Administration's intent to enable convenience for the student if certain safety parameters are maintained. To this end, a student is prohibited from transporting other students, who are under the age of 18, as passengers to their intended destination or any interim location. Moreover, specific permission from a parent/guardian and possibly the cooperating agent or agencies (i.e., CTE, internship employer, etc.) must be obtained. Students seeking this privilege must see the Assistant Principal for authorization.

#### **Driver Education**

Driver Education is offered through private agencies. Students are selected for participation in each session by the agency. All questions regarding Driver's Education can be answered by the private agency.



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## HEALTH/FOOD SERVICES

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### **Health Services**

The school nurses are responsible for the administration of health services for Windham High School. Infosnap is provided for each parent/guardian prior to the start of the school year and should be completed before the start of school. Please update this information throughout the school year. Students and parents are requested to inform the nurses of any particular health problems that should be a matter of record. Students are encouraged to discuss health matters with the school nurses. Except in emergencies, students must obtain passes from their teachers prior to reporting to the nurse's office.

### **First Aid and Concussions WSD Policy [JLC](#), [JLC](#), [J](#), [JLCE](#)**

All injuries, including concussions and other athletic related injuries, must be reported to the nurses and administration. 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.

### **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](#))

### **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 confirmation from a parent or guardian. This includes all OTC drugs and prescription drugs. A [medication permission form](#) is available on the attached link.

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

### **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.

#### **Wellness WSD policy JLCF**

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

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

#### **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 JLCG](#)

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 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 Education Exemption** [WSD Policy 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.

#### **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 an 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-WSD](#))

#### **Food Allergy Guidelines**

At WHS, it is our goal to provide a setting that increases allergy awareness, minimizes the risk of accidental exposure to potentially life-threatening food allergens, encourages respect and self-advocacy, promotes and maintains a healthy and safe environment, and is prepared for food allergy emergencies.

Please send updated physicals and immunization records to the school nurse at the beginning of the school year, via InfoSnap. 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. (Please refer to WSD procedure [JLCA-R](#))

#### **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.

#### **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.

#### **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. WHS student meal prices for



**2023-2024 are:** Breakfast: \$1.95 Lunch: \$3.20 and milk is only .65 cents. For the most up to date information, please see the [District's Meal Prices and Details](#).

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](mailto:nutrition.services@windhamsd.org).

### **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: [Linq Connect](#)

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account. This procedure is in accordance with [School Board Policy EFAA](#). Nutrition Services will make every effort to inform parents as to the status of the child's account. Students will be told of the account status as they purchase their meals and/or snacks.

### **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.

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. (Source: [WSD Policy EF](#))

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## INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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Student-athletes are to realize it is a privilege to represent the school in co-curricular activities and it follows logically that the school has the authority to revoke the privilege when the student does not conduct him/herself in a reasonable manner. Student athletes at Windham High School are expected to be model citizens of the school in class, on the field of play, or in the community. For a comprehensive description of all WHS athletic policies, please see the attached [Athlete/Parent Handbook](#).

### **Attendance and Eligibility**

The following athletic expectations are designed to:

- Reinforce the educational values of athletics
- Ensure athletic peak performance
- Help to develop a “team” concept
- Involve student/athlete self-discipline
- Develop student/athletes who are excellent representatives of our school, our community and their families

### **Registration**

In order to be eligible to participate in athletics at Windham High School, all student-athletes must register online at FamilyID.com (a link is provided on the WHS athletic webpage).

### **Scholastic Eligibility**

No student who has failed to pass four (4) units of work during the previous quarter shall represent the school in any interscholastic contest. A minimum of four (4) units per marking period is required for participation in interscholastic athletics. Incompletes are not to be considered passing grades for the purpose of eligibility. The fourth quarter grades reflect a student’s eligibility for the following fall sports season. This policy is in addition to eligibility policies per NHIAA By-law Article II, Section 2.

### **Sportsmanship / Behavior**

All athletes are to abide by school handbook regulations. Infractions of these rules resulting in suspension will result in the athlete being ineligible to practice or compete during the time of the suspension or restriction, along with game suspensions imposed by athletic department and or coaching staffs.

### **Attendance Requirements**

Students are expected to arrive at school on time and attend all scheduled classes. If a student incurs an unexcused absence from school, he/she may not participate in any athletic contest or practice during that day. For contest dates falling on non-school days the student is expected to attend all classes on the previous school day. Students who are tardy and unexcused and who arrive after attendance is taken will be considered absent from school and may not participate in the day’s contest or practice without permission from the principal or designee. Students who arrive tardy and are excused, but arrive after 11:00 am, will not be eligible to participate without the permission of the administration. Parents and students are expected to arrange appointments after school hours.



### **Detention**

Any student receiving a detention must serve detention on the assigned day, whether or not it conflicts with any athletic contest or practice. Any questions of eligibility to participate will be resolved by an Administrator. More specific requirements for practice or performance on given dates may be prescribed by the coach, but shall not be in conflict with any other school or athletic policy.

### **Suspension**

If in the event of a violation of school policy has occurred and such violation results in discipline of that student being suspended from school. (This includes out of school, in school and alternative to out of school suspensions.) The following penalties are carried out to include the suspension from athletic contest and practices. It is our belief in the athletic department that active participation is vital to the success of the individual and the team, if a student is suspended from school they may not participate in athletic contests or practices during such suspension and may not attend practices or games during suspension from school. Furthermore WHS Athletic Code of Conduct may extend such suspended time for athletic eligibility as follows.

- The team may also impose additional penalties as needed.
- These violations are in addition to loss of eligibility due to school policy and may or may not include additional penalties imposed as a result of predetermined team rules.

### **Team and Attendance Requirements**

Students are expected to arrive at school on time and attend all scheduled classes. In the event of a student being absent from school they may not participate in any athletic contest or practice during that day. For contest dates falling on non-school days the student is expected to attend all classes on the previous school day. Students that are tardy and unexcused and who arrive after attendance is taken will be considered absent from school and may not participate in the days contest or practice without permission from Administration. Parents and Students are expected to arrange appointments following school hours.

- Detention: Any student receiving a detention must serve detention on the assigned days, whether or not it conflicts with any athletic contest or practice.
- Any questions of eligibility to participate will be resolved by a committee made up of the Athletic Administrator, the Principal, and the coach. The decision of the committee is final.
- More specific requirements for practice or performance on given dates may be prescribed by the coach but shall not be in conflict with any other school or athletic policy.
- Out-of-school suspension will result in the student/athlete not practicing or playing or practicing in their sport/activity until the day they return to school. Students will also be suspended for the next contest for accruing an out-of-school suspension.

### **Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation [WSD Policy JLCJA](#)**

There will be a creation of a plan that will establish a Sports Injury Emergency Action Plan for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. This Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement. Additional Written Protocols and Procedures Required shall be developed to cover the following: Hydration, Heat Acclimatization and Wet Globe Temperature; Student Medical History; and Student Return to Play. This plan will be reviewed and updated annually.

For more information regarding regarding the Athletics please refer to the [WHS Athlete/Parent Handbook](#)



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## STUDENT SERVICES

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### **Special Services**

Windham High School offers a variety of special education services and supports for our students with educational disabilities. The Windham School District has a Director of Special Services located at the Office of the Superintendent.

### **Why Do We Provide Special Education?**

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

- Students with educational disabilities (ages 3-22) can 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 weaknesses and the type of disability a child has, and how it impacts the child's learning and involvement in curriculum.
3. Determination by a team of people, including parents, that the child meets the following criteria:
  - a. The child has an educational disability which fits one of the 13 categories and
  - b. There is an adverse effect on a child's education, and
  - c. The child requires or needs special education because of that disability.
4. Creation and development of an Individualized Education Program (IEP) once the student has been determined by the team to be eligible to receive special education.
5. Placement, or where the services will be implemented, is decided. The child must be educated with peers without disabilities to the maximum extent appropriate.
6. Monitor IEP and record progress.
7. Review the IEP annually.
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 (LEA),
- Parents/Student

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

### **Guidance and School Counseling Program**

The Windham School District's Guidance and School 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.

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). 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.

The School Counseling Department can assist parents with: adolescent issues, behavior management, school progress, conference with teachers, family problems, social adjustment, arranging resources, college applications and college/career transitions.

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.

### **Working Papers**

Students under the age of 16 who wish to obtain working papers can obtain an application from the Main Office. The employer must complete the Employer's Request For Child Labor form, including the employer's Federal tax I.D. number. The student must bring the completed form back to the Main Office and be present to sign the form.

### **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), unless otherwise reassigned and/or approved by the School Board. Under special circumstances, when a sending district is responsible for tuition, approval must be received from the sending districts' school board. If tuition approval is granted from a sending districts' school board, then the Windham School Board may consider enrollment depending on class size availability. Tuition based enrollment will be reviewed on an annual basis. (Source: [WSD Policy JFAB](#))

### **Disability Access**

The policy of Windham High 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 WHS 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.

### **Animals in the Classroom**

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





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## MISCELLANEOUS

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### **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. (Source [WSD Policy EH](#))

### **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.



**Confidential Student Information [WSD Policy JRB \(or GBEAA\)](#)**

Intent: It is the policy of the School District to respect the privacy and/or confidentiality of all students and staff within the District. It is the policy of the District that personally identifiable information should only be viewed or received by District employees who have a legitimate educational or business interest or purpose in viewing or receiving private and/or confidential information. (For complete policy and definition of Confidential Information, Observations, and Violations please see full policy at above link)