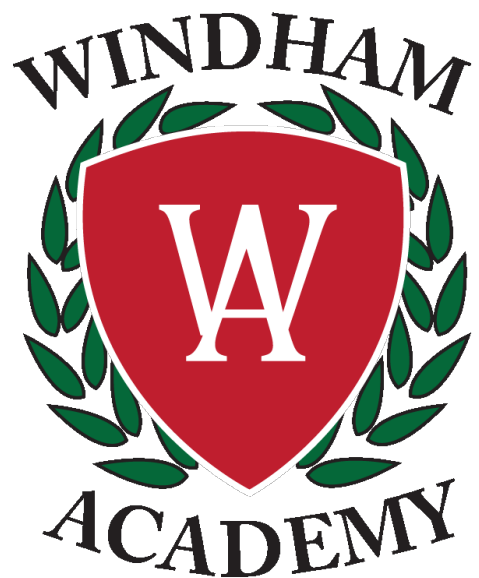


STUDENT/PARENT POLICY HANDBOOK 2019-2020



Windham Academy Public Charter School

1 Industrial Drive
Windham, NH 03087
(603) 236-7900
www.windhamacademy.net

WINDHAM ACADEMY SCHOOL BOARD

Mr. Jim Fricchione (Chairman/Founder)
Mr. Karl Dubay (Assistant to the Chair/Founder)
Mr. Chris Baker (Treasurer/Founder/Parent)
Mrs. Meg Bedrick (Secretary/Founder/Parent)
Mr. Sean Donahue (Founder)
Mr. Vinny Del Signore (Trustee)
Mr. Walter Cartwright (Parent)

WINDHAM ACADEMY STAFF **2019-2020**

Director: Mrs. Melinda Labo
Assistant Director: Mrs. Kimberly Golden
Kindergarten: Mrs. Jennifer Bragg
Kindergarten: Mrs. Jennifer Morneau
Kindergarten: Mrs. Rebecca Pommet
Grade 1: Mrs. Patricia Miloro
Grade 1: Miss Samantha Lemay
Grade 1: Miss Rebecca Bouchard
Grade 2: Miss Shannon Stevens
Grade 3: Mrs. Deanne Adaschik
Grade 4: Mrs. Susan Miville
Special Education Director: Ms. Elizabeth Noel
Special Education Teacher: Mrs. Marianne Micciche
STEM Educator: Mrs. Beth Sommers

Classroom Assistants:

Mrs. Cathy Demmons
Ms. Kristin Bohne
Miss Ali Lemoyne
Mr. Mark Melvin
Mrs. Carol Digan
Mrs. Karen Bulkley
Mrs. Meagan Wilcox

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Message from the Founding Board:

The Windham Academy is the culmination of many years of hard work, by a handful of very determined individuals. This was done selflessly, and on behalf of you – the parent.

The school is built upon teacher freedom and individualized student mastery, all while employing the very best practices.

Ever respectful of your rights as a parent, our country's founding principles, and the immense trust you've placed in us – we are determined to make this a school of excellence for decades to come.

In the process, helping to change our little corner of the world for the better...

Jim Fricchione
Chairman, Board of Trustees

Message from the Director:

I would like to welcome all of the students and parents to our Windham Academy “family”. The energy and excitement as we embark on our “kick-off” year has been unbelievably heart-warming. Windham Academy Public Charter School is the result of many hours of hard work and high expectations.

Beginning with the founding board putting all of their time and energy in to getting WA approved and “created”, I have witnessed an immense out-pouring of assistance from parents, students, faculty, and staff, working in partnership with each other.

I believe that this Windham Academy will truly hold its mark as the “School on the Hill”, welcoming families/students from all surrounding communities who are looking to have “a choice” in education. A choice that puts students and teachers first, allowing them to create learning–bonds that will create the most beneficial learning environment for all. I appreciate the confidence that you have shown in Windham Academy by enrolling your children.

*Our teachers are dedicated to providing the best possible education experience for **every** Windham Academy child, and to continue to expand our curriculum with the help of our volunteers who are eager to share their talents with us.*

Mindy Labo
Director, Windham Academy

Mission Statement

The Windham Academy Public Charter School will focus on STEM Prep education incorporating reading and art to provide a well-rounded STREAM educational experience for its learners within a culture that incorporates the excitement of project-based learning, the satisfaction of subject mastery in areas of literacy, numeracy and social studies, and lasting values through civic understanding and personal character.

Vision

The Windham Academy Public Charter School will excite, inspire, and empower our children to embrace the wonders of science, technology, reading, engineering, arts, and mathematics.

Program and Curriculum

Windham Academy Public Charter School will offer a rigorous preparatory program specializing in combining innovative programming with current research in best practices towards providing well-rounded educational opportunities. Students will be given a strong foundation in literacy and numeracy along with curricula, which will allow them to explore leadership through the study of civics and history. This will provide them with the tools necessary to fully experience the STREAM program offered by Windham Academy. Essential components of the well-rounded education the Windham Academy will include the incorporation of literature and writing, geography and world language, health and personal fitness, and music and art exploration into our students' curricular experience. The school will have generalized emphasis on real-world learning, hands on experiences, project based learning, and student-centered approaches including goal setting and self-assessment.

Computer Use and Internet Policy

At Windham Academy, The internet will be accessible in each classroom for support of assigned projects. Students will be allowed to access the internet only after being sponsored by a teacher, completing an orientation program, and having written parental permission through the district's Acceptable Use Policy. Teachers will send home the *Acceptable Use Policy* and the *Google Apps for Education Student Permission Form* for parents to review and sign annually. Students and parents must understand the rules, responsibilities, and regulations of this document or ask for assistance with the content.

The use of computers and the internet is a privilege, not a right, and inappropriate or unacceptable use may result in immediate cancellation of that privilege. Students must realize that if the rules are violated, their school access will be canceled and appropriate consequences may be given, including detention and/or suspensions. Parents should be aware of the ability to call your home Internet provider if your child receives or sends any inappropriate or threatening computer correspondence. Please discuss with your child the serious nature of comments made through e-mails and chat rooms, as well as possible consequences and potential police involvement. Since our priority is to encourage responsible use of technology for all students, safe and responsible use of resources is necessary at all times.

Grades

Windham Academy will incorporate a “letter” grading system, along with using scoring rubrics in areas of the curriculum where letter grades cannot portray an accurate presentation on how the student is meeting learning criteria (such as writing, or research projects).

Letter grades are given to reflect actual achievement...

- A 94-100%
- B 86-93%
- C 77-85%
- D 69-76%
- F Below 69%

*It is important to note that kindergarten grades are created to fit the scope and purpose of the certain “skill” the teacher is focusing on for a particular area of the curriculum.

Report Cards

Kindergarten through 4th grade report cards are issued every nine weeks and are printed and taken home by the students. The information on the report card includes letter grades and percentages reflecting student achievement in all subjects as well as an evaluation of the child's behavior. A progress report will be sent home mid-way through each marking period to allow families to know how students are progressing across the curriculum.

K-4 Parent-Teacher Conferences

Parent-teacher conferences for kindergarten through third-grade students are held the week following the end of the first quarter, as well as the week following the end of the third quarter. We feel that these conferences benefit the students, parents, and teachers.

Homework

Homework will be sent home for students of Windham Academy for the sole purpose of offering time for practice and review of what is taking place in the students' academic areas.

Kindergarten – Fourth Grade Homework

What parents/guardians can do:

- Provide a time and place free from distraction for the homework to occur.
- Sign the daily homework sheets or papers (whether completed or not); review the child's work and provide encouragement. This is a way to communicate to the teacher that a parent has/had awareness of the assignment.
- Work closely with the teacher if a problem occurs.

Homework will be directly related to daily instruction. Daily work not completed is not considered homework, yet a teacher may ask for it to be completed by the next day. Homework will be reviewed by the teacher daily. Standards of neatness and accuracy are to be maintained regardless of the subject matter area.

Teachers will list homework expectations on the daily homework assignment sheets, in a classroom agenda, on their Classroom Websites, the Bloomz App, and/or Google Classroom.

Parents should assist students in becoming responsible, and dedicate at least the minimum amount of time to some academic study, but should not allow their child/children to exceed the maximum amount of time set aside for home-work. (If you find your child is having difficulty on a certain assignment, please write a note on the homework so that the teacher sees that the activity was attempted, but was difficult).

Reading is the recommended activity if the homework from school is not enough to take the minimum amount of time.

Below are the minimum as well as maximum time guidelines for homework for which parents should plan.

	Minimum	Maximum
Kindergarten	10 min.	15 min.
First Grade	15 min.	30 min.
Second Grade	20 min.	45 min.
Third Grade	30 min.	60 min
Fourth Grade	40 min.	Over an hour

It is good practice to create a schedule for your child to read, or be read to, each night. Often times a “before bed” routine is the perfect way for students to quiet their minds and settle in to sleep.

Parent Concerns

Communication and feedback are critical to the success of Windham Academy Public Charter School. If parents or students have concerns about any part of the programs or curriculum, they are requested to communicate those concerns to the appropriate people (e.g. teachers and administration.) Every effort will be made to resolve those concerns as soon as possible.

Windham Academy Charter School 2018-2019 School Calendar

August '18						
Su	M	Tu	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	

September '18						
Su	M	Tu	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					19	

October '18						
Su	M	Tu	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			
						22

November '18						
Su	M	Tu	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

December '18						
Su	M	Tu	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					15

January '19						
Su	M	Tu	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

February '19						
Su	M	Tu	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		
						16

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

April '19						
Su	M	Tu	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

May '19						
Su	M	Tu	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	
						22

June '19						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	S	S	S	22
23	S	S	S	S	S	29
30						12

July '19						
Su	M	Tu	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			

8/29-8/30: Teacher In-service Days
 9/3: Labor Day (no school)
 9/4: First Day of School
 10/8: Columbus Day (no school)
 11/6: Teacher Workshop (no school)
 11/12: Veterans Day (no school)
 11/15: Parent/Teacher conferences (early release)
 11/21-11/23: Thanksgiving Recess

12/24-1/1: Winter Recess
 1/21: Martin Luther King, Jr. Day (no school)
 2/25-3/1: February Recess
 3/12: Teacher Workshop (no school)
 4/22-4/26: April Recess
 5/24: Half Day (early release)
 5/27: Memorial Day: (no school)
 6/18: Last Day of School (early release)

School Hours

School hours are from 8:50AM to 2:30PM. Please be sure that your child arrives at school before 8:50AM and goes directly into school.

Doors open for the school day at 8:30AM. (with the exception of students who are attending morning care.

*Windham Academy school day begins at 8:50AM. A student is considered tardy at 8:51AM.

*Windham Academy students are considered DISMISSED if they leave school BEFORE 2:30 PM.

Daily Schedule

Grade Level	School Day	Dismissal
Kindergarten *Activities/Specials 9:30-10:15am or 12:30-1:15pm or 1:30-2:15pm	8:50- Settle in Morning meeting Morning recess Snack Curriculum Instruction 12:00-12:35 Lunch/recess Quiet Time 1:40-2:45 Curriculum Instruction	2:45-3:00 Preparation Car dismissal Bus dismissal
Grades 1,2, 3, and 4 *Activities/Specials 9:30-10:15am or 10:30-11:15am or 12:30-1:15pm	8:50- Settle in Morning meeting Morning recess Snack Curriculum Instruction Lunch/recess 1:40-2:45 Curriculum Instruction	2:45-3:00 Preparation Car dismissal Bus dismissal

Student Attendance

We believe that in order to experience all of the educational opportunities that Windham Academy offers, students need to attend school every day. State Law (RSA 193:1) is clear on this point. It is the responsibility of the parents to see that their child attends school regularly. Our staff is willing to work with families to ensure regular attendance. All students are required to report to school on time for attendance to be taken (8:55 AM).

Regular daily attendance and punctuality are essential for continuous progress of your child in school. Parents are expected to send students regularly unless the child is ill.

Excessive absence violates state law and we are required to report all abuse of state regulation. Medical and dental appointments, except for emergencies, should be scheduled outside of school time.

School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities.

All absences should be reported to the school before 8:50AM. You may send an email to the school, or you may also **call or leave a message on our answering machine (603) 236-7900** if your child is going to be absent or late. Otherwise, there will be a call made to the home of every child who is absent from a Windham Academy representative. This program is designed to ensure your child's safety.

For absences longer than three days due to illness, a physician's note may be required prior to the student returning to school.

*For absences that accumulate to **more than seven days** or more in one quarter, a meeting with the student's parents, teacher, and the Director will be required to assure continued positive academic standing.

In accordance with Chapter 189 of the general laws of the State of New Hampshire, truancy shall be defined as "an unexcused absence from school without administrative permission.

- Unexcused, irregular, or unusual patterns of school absences shall be considered a breach of the good faith contract between the school and the parent(s) / guardian(s). This will constitute an untenable educational environment for the student and a disruptive influence on the school community. When this occurs, corrective action must be taken immediately. In situations where the behavior continues, the student will be permanently

dismissed from the school and the circumstances will be reported to the proper child services agency as warranted.

Tardiness

At Windham Academy, late arrival of students after 8:50AM. is of particular concern and poses a disruption to the normal flow of the school day.

Students arriving late not only miss important class time, work, and missing morning meeting, but also cause disruption to the class while entering.

Except for late buses, any student not present for opening announcements is considered late. All students arriving late must report to the office. At this time, the child will be entered in the Windham Academy attendance data program as tardy.

*Five or more unexcused tardies will necessitate a meeting with the student's parents, teacher, and Director. Consistent subsequent tardiness will result in a review of the record by the Director and the Board of Trustees to be addressed accordingly.

Unscheduled Vacations

Parents are discouraged from taking children out of school for vacation purposes other than those listed on the school calendar. Instruction, discussions, media presentations, hands-on activities, and special activities cannot be made up by paperwork alone. State law requires that children attend school daily. If parents decide to take an unscheduled vacation, the following will occur:

- Teachers will compile a listing of the student's missed assignments while away and give them to the child upon return. Depending on the length of time of absenteeism, the student will have a corresponding amount of time to make up this work. This will be arranged with each teacher. After the time set, no credit will be given.
- Teachers will not be expected to reteach the material the child has missed while on an unscheduled vacation. Parents are responsible for helping the children.

Early Dismissals

Students should not be dismissed early from school except in cases of illness or other emergency. Should early dismissal become unavoidable, parents or other responsible adult listed on the emergency card must first sign the student out in the Main Office. Parents should **not** go to the classrooms.

DISCOVERY CLUB MORNING PROGRAMS (Extended Day)

The Discovery Club Program is available Monday–Friday to students in grades K-4.

- Discovery Club is not available during vacations, holidays, snow days and half days.
- Time: 7:30AM to 8:30AM.
- Cost: \$8 a day

Payment Method:

- Invoices will be sent to families bi-weekly
- Payment should be sent to school in an envelope marked WA Discovery Program
- Please make checks payable to: Windham Academy
- A \$20 fee will be charged for any checks returned
- Balances more than 30 days in arrears may result in exclusion from the program

After School Program

Windham Academy, in conjunction with the Salem Boys & Girls Club, is happy to offer an after-school program right in Windham Academy from 3:00PM - 6:00 PM. every school day. Please visit our website, www.WindhamAcademy.net for their flyer and more information about this wonderful program. If you are planning on taking advantage of this program, please notify the office on the first day of school as that is when it begins.

Sending Districts Dismissals

Students from sending districts who take part in after-school activities in their sending town, are allowed to be dismissed on any school day after 2:00 P.M. without being counted as a “dismissal” in the school attendance account.

*Students must bring in a note from home explaining the date/time/reason for dismissal, and given to the child’s teacher during morning attendance in the classroom.

Dropping Off/Picking-Up (Dismissal Procedures)

Morning Drop-Off

Windham Academy opens its doors at 8:30AM.

Drop off procedures will be as follows:

- Enter the school driveway using the “Enter Here” portion of the lot. This is the newly paved parking area designated for you to begin the drop-off process. Please drive the full length of the parking lot and loop around to the middle door of the building. (WA staff will be present to assist you).
- You will be directed into 2 lanes forming in front of the building.
- Please remain in your vehicle until staff is ready for drop-off.
- Windham Academy staff will “welcome in” 6-10 cars at a time.
- When it’s time for your child to exit the building, these cars will open passenger doors and students will exit vehicles with a “kiss/hug/wave” to parents. (Parents/guardians should not exit vehicles at this time, due to the need to move the drop-off process along)
- Windham Academy staff will welcome students and assist them in walking into the building.
- Staff will then allow those cars to exit the lot, and the next set of cars will continue forward... and continue on the process.

Dismissal Procedures:

****Windham Buses will be utilizing Industrial Drive’s bus pathway, as well as the cul-de-sac. Parking WILL NOT be allowed in the cul-de-sac between 8:00am and 3:30PM daily.**

- Families picking up students can form two lanes in front of the building, looping back to the entrance of the parking lot. Dismissal will begin at 2:30pm.
- In order for staff to become familiar with cars, and to connect students to their family in a quick and safe manner, please hold up your family “name tag” so that staff can see it clearly.
- Staff will call students for dismissal and guide them to their family car.
- A staff member will direct cars to drive to the exit as 4-6 cars are filled.
- Please be watchful for school buses when leaving the parking lot.
- ****Do not block neighbor lot entrances when waiting to enter the WA lot.**

- Children who are not picked up by 3:00pm and who are signed-up with the Boys and Girls Club will be directed to the after-school program.
- Other students who have not been picked up by 3:00pm will be taken to the main office to await their rides. After 1 instance of a “late” pick up, a late fee will be charged to the family.

School Closings/Delayed Opening Announcements

Please visit our Facebook site or online at WMUR, <http://www.wmur.com> for delayed openings or school closings. Local radio stations will also make announcements concerning school closures.

Our School Messenger system will send text messages and phone calls to all parents and staff if Windham Academy calls a delayed opening or school closing.

Blizzard Bags

The Windham Academy Public Charter School will implement Blizzard Bags for the 2018-2019 school year. A Blizzard Bag contains assignments for students to complete at home during inclement weather days.

- Blizzard Bags containing all assignments will be distributed in November during Parent-Teacher Conferences.
 - All students are asked to complete their Blizzard Bags assignments during a Blizzard Bag Day.
 - The purpose of the Blizzard Bag program is to allow the Windham Academy students the ability to use time out of the classroom due to snow, inclement weather, or other emergency days as school days.
 - The New Hampshire Department of Education considers a Blizzard Bag Day a “school day” when there is an 80% participation rate by students.
- **Assignments are due the day the student returns from the Blizzard Bag Day. However, students may have an additional 5 school days to finalize their work.**

Admissions

At Windham Academy, children must be 5 years of age on or before October 30th to enter the full-day Kindergarten program, and 6 years of age on or before October 30th to enter Grade 1. (An alternative decision regarding a child's age, and the enrollment into a grade level needs to be decided by the Director of the school, along with approval from the Board of Trustees). A record of birth and appropriate vaccination must be presented to the school.

State Law: RSA 200:32 states there shall be a completed medical examination by a licensed physician of each child prior to or upon entry into the school system.

State Law: RSA 200:38 states that all children shall be immunized prior to school entrance according to current recommendations of the State Public Health Agency. Recent state legislation now requires that all students, regardless of age/grade level, must provide proof of immunization upon transferring to our school.

- Up-to-date immunization is a condition of acceptance to the school on an annual basis. Those students without proper immunization verification will not be allowed into the school community under any circumstances. This is a serious matter of public health and must be adhered to.

Special Education

All special education services are provided and managed by the sending district in coordination with our school. A representative of the Windham Academy will attend all team meetings. Please talk to the administration if your incoming child is on an IEP to coordinate services.

Section 504

A child may be eligible for accommodations under a 504 Plan if he or she has a physical or mental health disability that limits one or more major life functions. A 504 Plan is supported by the Federal Civil Rights law, Section 504 of the Rehabilitation Act of 1973.

Physical Examination/Immunization

The State of New Hampshire requires that all students have proof of immunization on file. All immunization dates must include the day, month, and year of administration. A Physical Examination completed within one year of entering Kindergarten is required. Transfer students will need a Physical Examination if one is not in their records.

Nursing Services

Windham Academy does not have full-time “employed” nurses in the school building, but will have volunteer nurses covering many of the school hours during the year. Any student who is ill should request permission from his/her teacher prior to reporting to the nurse, or in a nurse’s absence, the WA Assistant Director (or designee). Exceptions to this policy should be made in the event of an emergency.

All students and parents are requested to inform the WA Administration of any particular health problems. These should be a matter of record (i.e. allergic reaction to bee stings, food allergies, etc.). Students should have a doctor’s note to return to school after surgery, or an illness or injury that required hospitalization, emergency room or urgent care visit. This documentation should include instructions regarding any activity restrictions and/or accommodations that may be needed in the school setting. This includes, but is not limited to, the diagnosis of concussion, and injuries that require splints, slings, casts or crutches.

Periodic vision, hearing and other screenings will be conducted through the nurse’s office. The school nurse uses health program activities as learning experiences to contribute to health education. Each encounter with the student is a health teaching opportunity utilized by the school nurse to teach first-aid, personal hygiene, preventative health measures, etc. The school nurse also provides counseling and guidance on health matters and serves as a consultant/resource person to the school staff, students, and parents.

Medication Policy

Students are not allowed to bring medicine to school. This includes cough medicine, cough drops, herbal supplements, prescription and over-the-counter medicines.

- Only medication prescribed by a physician will be administered. Physician’s written authorization along with parental/guardian permission must be kept on file in the school.
- All medication must be brought to the school nurse by a parent or legal guardian. Students may not carry medication to school.
- All medicine containers must be properly labeled with the student’s name, physician’s name, and instructions for the administration of the medicine (In original RX bottle). A second bottle for school use may be obtained from the pharmacy.
- In the absence of the school nurse, the WA Director or assignee will assist the student with medication. Parents must make arrangements to pick up student’s medications on the last day of school. Any medication not picked up by

parents will be disposed of by the school nurse and administration at the close of the last day of school.

Student Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

The Windham Academy Director and staff will work together to develop and implement appropriate procedures to address student allergies. While our school cannot provide a total allergen-free environment, we will work collaboratively with staff, students, and their parents / guardians to minimize the risk of severe allergic reactions at school.

Family's Responsibility

- Prior to the start of every school year, parents/guardians need to provide the school with documentation from the student's physician or nurse supporting a diagnosis of food allergy, and any risk of anaphylaxis.
- Parents/guardians will work to educate the child in the self-management of their food allergy including:
 - ✓ safe and unsafe foods
 - ✓ strategies for avoiding exposure to unsafe foods
 - ✓ symptoms of allergic reactions
 - ✓ how and when to tell an adult they may be having an allergy-related problem
 - ✓ how to read food labels (age appropriate)
 - ✓ Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
 - ✓ Provide emergency contact information.

School's Responsibility

- To ensure the daily management of food allergies in individual children.
- To be prepared for food allergy emergencies.
- To provide professional development on food allergies for staff members.
- To create and maintain a healthy and safe educational environment.

Student's Responsibility

- To not share food with others, and if there is food offered, always remember: "When not sure, ask."

- To not eat anything with unknown ingredients or known to contain allergens.
- To notify an adult immediately if they eat something they believe may contain the food they are allergic.

Illness

When children show signs of illness, such as sore throat, fever, rashes, coughing or runny nose, it is advisable to keep them home. This guideline serves as a protection for all students.

All communicable diseases afflicting students should be reported to the school nurse. Any student with a communicable disease requiring antibiotic treatment must remain out of school for 24 hours after starting therapy.

Snacks/Lunch

Windham Academy Public Charter School does not implement a lunch program. Students who attend “Before School Discovery-care” will be allowed to bring/eat breakfast or a morning snack before school begins.

During the school day, students will have a small snack time given in the classroom. Students are invited to bring in a healthy snack, trying to refrain from too much sugar. It is important that students know the importance of “not sharing” snacks, due to the risk of food allergies and/or reactions. Water bottles are allowed to stay with the student throughout the day, however, no soda, fruit punch, or sugary drinks during instruction time. Water spills are much easier to clean up.

Lunch time will be given in the classroom. Children who enjoy warmer food are invited to bring in a thermos from home, as many lunches are still warm by lunch time. Families will be made aware if there is a student with a food allergy in their child’s classroom.

*There will be occasional lunches planned throughout the year for “Pizza”, “Sandwiches”, or “Theme Days” that go along with curriculum. Teachers will be sure to let families know ahead of time when these days are coming up. Money will be collected for these days if ordering out of school will be taking place.

Gum Chewing

Because the Windham Academy's building is a beautiful new building, and for health and cleanliness reasons, gum chewing is not allowed at the school. (On testing days, individual teachers will decide if gum chewing is allowed during testing)

Student Behavior Expectations

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

This philosophy, in conjunction with the Responsive Classroom model being used throughout our school, fosters a sense of community and general welfare for all. Students become accountable for their behavior and part of the problem-solving process.

In-school Behavior Expectations

Respect the learning environment.

- *Voices off when traveling through the halls.
- *When passing someone in the hall, you can offer a smile, a wave, or soft "hello", but the general rule to remember is to be kind and courteous without disrupting the learning areas, or others around you.
- *Always stop, listen, and look at an adult who speaks to you.
- *Walk in a single line, when traveling from one room to another, keeping your hands and feet to yourself.

Safety First.

- *Walk at all times when indoors.
- *Move with the flow of traffic.
- *Keep silly behaviors "at bay", although we encourage happiness, silliness brings about impulsive actions.

Playground Expectations

Respect

- *Listen to adults.
- *Follow the rules of the playground when enjoying the equipment.

Show responsibility

- *Go right to your line when the bell rings.

- *Put away all equipment when you are finished with them.
- *Tell an adult if someone is hurt, or if you need to leave the playground.

Safety first.

- *Walk to and from the playground.
- *Stay in all designated areas.

Spirit Wear (Uniforms)

All students must come to school at Windham Academy Public Charter School in uniform every day. If a student arrives to school out of uniform, parents will be called and asked to bring in a uniform before the student is sent to class. We have a required school uniform for several very important reasons:

- 1) Uniforms unite us as a community.
- 2) Uniforms reduce distractions and clothing competition.
- 3) A dress code reflects a professional attitude with which we approach learning.

The components of the Windham Academy Public Charter School Uniform are as follows:

- **Tops:** All Windham Academy approved tops are available on the Land's End website. There are many options to choose from ranging in different styles, materials, and colors. As long as you are under the school's number (**900190497**) it is an approved top. All tops must have the Windham Academy logo showing. The color choices are white, black, burgundy, or gray.
- **Pants:** Students may choose any style of bottoms (as long as it is not ripped) to fit their comfort level. This can include khakis, chinos, leggings, shorts, skirts, skorts, jeans (in black or gray), cargo pants, or sweatpants. The approved colors are tan/khaki, black, and/or gray. Via the Land's End website, students may purchase a burgundy plaid skirt.
- **Dresses:** Dresses must have the Windham Academy logo visible and purchased from the Land's End website.
- **Footwear:** Students are allowed to wear any type of shoe. This includes, sneakers, dress shoes, and sandals. Footwear should be safe and appropriate for planned activities of the day.
- **Hats:** Hats of any kind are not to be worn in school by either boys or girls, except for medical religious reasons. However, students may wear a hat while playing outside for sun protection or warmth.

Children's clothing must protect them from the elements - the cold, the rain, the mud, and the hot sun.

Extra clothing, especially for younger students, may be kept at school. **Please label whatever your child brings to school with his or her name.**

Bullying

Windham Academy is a BULLY-FREE Environment

Bullying is when someone says or does mean things on purpose.

Windham Academy's Anti-Bullying Rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. We will tell an adult, at home or school, when we are bullied.
5. We will tell an adult, at home or school, when we see bullying.

Who is involved in bullying?

1. The bully.
2. The bullied student.
3. Everybody who sees it (bystanders).

What does it look or sound like?

Bullying can take different forms such as hitting, name-calling, or leaving someone out.

What does it feel like?

A person who is bullied feels helpless, sad, angry, nervous, and/or left out
(See Bullying Policy in the Appendix A)

Emergency Information

Each student must have emergency information on file to be kept in the Windham Academy nursing office, which must be signed by a parent or guardian. In case of a severe emergency, the school will contact the Windham Fire and Rescue

Department. **Any change in information in emergency information must be reported immediately by a parent/guardian to the WA School Office.**

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a Federal Law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former students, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a copy fee. Parents of eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's education record. However, the law allows schools to disclose those records, without consent, to the following parties: School employees who have a need to know;

- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue. S. W.

Washington, D.C. 20202-4605

All FERPA information was obtained directly from

<http://www.ed.gov/offices/OM/ferpa.html>

Guest / Visitors Check-In

Windham Academy requires all guests/visitors to be buzzed in and report to the office before proceeding to any part of the building. Guests will be required to wear an identification sticker. These practices are intended to ensure the safety of all our students and staff.

Emergency Drills

Emergency drills allow Windham Academy to practice the steps they should take in emergency situations. These exercises may include local public safety agencies (USDE, 2006). New Hampshire has requirements for the different number and type of annual emergency drills. (Drop and Cover, Shelter in Place, Reverse Evacuation, and Scan in Place, are some of the drills students and staff will “go over” during the school year)

Fire Evacuation / Fire Drills

Fire drill and evacuations are to be taken seriously. At Windham Academy, EXIT signs are posted in each room. Fire Evacuation maps are posted in each classroom near the Exit door. Students will exit single file from all rooms. There is to be no

running or talking during this time. As you leave the building, move away from the building to allow others to exit. Be sure to remain with your teacher or designee at all times. Once outside, students should remain silent your advisor for further instructions.

Lockdown Drills

Lockdown drills are periodically conducted to review appropriate procedures and to prepare students and staff for any possible emergency. Students are expected to take these drills seriously and follow ALL directions and instructions throughout the entire drill.

Video and Audio Surveillance on School Property

The Board authorizes the use of video and/or audio devices on Windham Academy property to ensure the health, welfare, and safety of all staff, students, and visitors to school property and to safeguard Windham Academy buildings, grounds, and equipment.

Mandatory Reporting

New Hampshire Law (RSA 169-C;29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected MUST report the case. If a Windham Academy staff member suspects that a child is being abused or neglected, a report will be made immediately to DCYF and second notification to the school director that a report has been made.

Items to Leave at Home

We ask students to be thoughtful of others both inside and outside the school buildings. **Items or actions that might disrupt class, cause injuries or are safety concerns are not allowed.** These situations will result in serious disciplinary action. Items to be left at home include, but are not limited to, candy, chewing gum, trading cards, roller blades, skates, skateboards, or items that take a student's mind away from learning.

Cell Phones:

Students in early elementary grades are still quite young, and most do not have a need to own a cell phone. If a parent requests a child carry a cell phone, the cell phone is to be turned into the classroom teacher, or main office before school

starts. The child may retrieve the phone at dismissal (or when the child is picked up at After Care in the afternoon).

Lost and Found

Please put your child's name on clothing and all other personal things brought to school. Lost items are stored at school until their owners claim them. Please check with us if your child loses something at school. At the end of each grading period, or when the "lost and found" becomes too full, we donate unclaimed items to a charitable group.

School Visits

We encourage parents to come to school frequently to take part in volunteering and to help ensure the very best experiences for students at Windham Academy. For reasons of safety, and to help us keep track of campus visitors, we request that:

- Parents should have discussed with a child's teacher, or administration, before a visit to volunteer, assist at school, or meet with a staff member.
- Parents will sign in and wear a "Guest Badge" when visiting the school.
- Parents report to the office before going to a child's classroom.
- Parents are asked to leave small children at home since young children often distract both students and the parent. (This also applies during designated classroom parties.)
- We also ask parents to avoid conferences with the teachers during such visits so the teacher can conduct class as usual.

Holidays

At Windham Academy, when students learn about holidays, they learn about them in the context of the ways that different people celebrate holidays around the world. Throughout the year, our main focus is to keep school academic and let families celebrate holidays outside of school. We strive to make our school days calm and productive throughout the year while avoiding any kind of endorsement of a particular religious sect or belief.

Celebrations

Celebrations throughout the year will occur with an emphasis on traditions of the family and friends of the Windham Academy community. Respect for the diversity of our community is of the utmost importance.

Birthdays and celebrations will be celebrated differently in each classroom. Please contact the teacher to see how they wish to proceed.

Parties

If your child is having a party and wants to invite classmates, we request that you mail the invitations (or e-mail) and do not bring party invitations to the school, unless the entire class is invited.

Field Trips

At Windham Academy, we believe that learning extends beyond the four walls of the school. Field trips, when used for teaching and learning, provide educationally sound and important enhancements to the instructional program.

The classroom teacher will provide the parents/guardians with a field trip permission form that will include information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, arrangements for supervision, cost to the student (if any), safety precautions, and a detailed itinerary if the field trip will extend beyond the school day. Parental permission shall include written consent from parents/guardians, authorizing the supervisors to arrange for necessary medical treatment. In rare circumstances for safety's sake, students who have a great deal of difficulty behaving properly in school, may not be able to attend a field trip if it is possible that *the not following directions* could jeopardize the safety of the student or of other students. The student's parents might also be asked to attend.

The teacher or sponsors of the trip will inform parents in advance about the recommended amount of spending money, if any, that each student should have. Parents are encouraged to help out with field trips.

Keep in mind that all staff, as well as parents who are repeatedly acting as in-school volunteers with frequent contact with students, need to complete a criminal background check per RSA 189:13-a (the main office has packets with information regarding these background checks)

Volunteering at Windham Academy

We believe that parents are the primary teachers of their children. Parents are encouraged to take an active role volunteering in many aspects of the school, and are key to the success of many of our programs and educational enrichment activities. Research shows that parental involvement in a child's education is the number one determinant of student success. Parents will find a welcoming community at Windham Academy, and enjoy participating in the education of their child.

Without your caring and willingness to give of your talents and resources, we would not be able to provide many of the services now available to our students. We regret that because of disturbing incidents in schools throughout the United States, it is necessary for us to take precautions in screening our volunteers with a NH Criminal Record Check (CRC) for specific levels. It is also required that all Windham Academy Volunteers read through and sign the CONFIDENTIALITY CODE AND GUIDELINES FOR VOLUNTEERS form available on the school website www.windhamacademy.net, or in the main office.

Volunteer Background Checks

Basic Information

Criminal background checks are required for volunteers who may have unsupervised contact with students. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually. Completed forms are maintained in a confidential manner at the district office.

The district requires criminal checks on any volunteers (including parents) who meet the following criteria:

- the volunteer will have unsupervised contact with students;
- the volunteer has a regular and ongoing assignment at the school;
- the volunteer will be off campus with students in an unsupervised situation, including driving students on field trips;
- the volunteer is a mentor to a student or students

Scheduling Background Checks

Fingerprinting is done through the New Hampshire State Police. You can obtain the form you need to bring along with you right in our main office. To schedule your appointment, please call **603-223-3867** and you'll be scheduled at a DMV in one of a handful of communities.