



STUDENT/PARENT HANDBOOK

2022-2023

GOLDEN BROOK SCHOOL

**112b Lowell Road
Windham, NH 03087
(603) 845-1552**

Visit us at: www.windhamsd.org
www.facebook.com/GoldenBrookSchool
[@GoldenBrookWSD](https://www.instagram.com/goldenbrookschool/)
<https://www.instagram.com/goldenbrookschool/>

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

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

(603) 845-1552, Option 1
gbsattendance@windhamsd.org



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.

Golden Brook School Mission

Our mission is to continuously improve the learning environment at Golden Brook School. We aim to provide educational practices that enable students to become successful members of the community. Our students will have positive mindsets and diverse skill sets in order to meet complex challenges and opportunities.

Golden Brook Vision

Golden Brook School is a well-connected, vibrant school community. We work tirelessly to:

- *ensure the safety and emotional well-being of all students and staff,*
- *promote high standards for behavior and academic excellence,*
- *create an environment that welcomes students and staff, and builds a strong sense of community.*



Dear Families,

Welcome to Golden Brook School!

The purpose of the Student/Parent Handbook is to provide students and their parents with information regarding the school, its protocols, programs, organizations, and other items of importance and interest. We ask that you view the contents of the Student Handbook. More information can be found on the Golden Brook School website: <https://gbs.windhamsd.org/>. For your convenience, several Windham School District policies are included in the handbook. A complete list of school board policies can be found on the district website, [WSD Policies](#). Much of what you learn from reading the Student/Parent Handbook and associated policies can help you to enjoy a successful school year.

Administration communicates with parents and students through our Facebook page, www.facebook.com/GoldenBrookSchool, Twitter, [@GoldenBrookWSD](#), as well as our alert messaging system, **SchoolMessenger**. We use these methods of communication to share our monthly newsletter, upcoming weekly events and other essential information.

As we begin the school year, we are excited for new and exciting learning opportunities for all of our students. Your support and our partnership on behalf of your student is greatly appreciated. If you have any questions, or if we can be of any help, please call the school office.

Sincerely,

Christopher C. Hunt
Principal



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INTRODUCTION

The Golden Brook School Handbook for students and parents is designed to introduce you to our school policies, procedures, programs, and activities. In keeping with the philosophy of the school, we wish to take this opportunity to establish expectations and solidify the paths of communication. The Golden Brook School administration and faculty work in collaboration with parents as we continue to strive for excellence in education for the children of Windham.



GOLDEN BROOK ADMINISTRATION

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

Principal	Christopher Hunt
Assistant Principal	Brian Shawley
Assistant Principal	Doug Blay
Curriculum Director K through 4	Meghan Corcoran
Director of Special Services	Dr. MaryEllen Pantazis
Early Childhood Coordinator	Heather Pacheco

SAU #95 Administrative Staff

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

Please visit the district social media sites for up-to-date information.

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



<https://twitter.com/GoldenBrookWSD>



WSD 2022-23 CALENDAR

Windham School District 2022-2023 CALENDAR

Revised January 18, 2022

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

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

February 27-March 3 February Recess

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

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

5 Labor Day-No School

14 Teacher Workshop-No School

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

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

5 Early Release
10 Columbus Day-No School

24-28 April Recess

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

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

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

25 Early Release
29 Memorial Day-No School

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

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

8 Early Release
26-30 Winter Recess

15 Projected last day of School-Early
Release
16-22 Snow Days

JUNE						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	ER	S	S	S	17
18	S	S	S	S	23	24
25	26	27	28	29	30	
						9

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

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

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

*180 Instructional Days

ADMINISTRATIVE INFORMATION

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

MAILING ADDRESSES & TELEPHONE NUMBERS:

- ◆ **Golden Brook School (Grades Pre-K - 4)**
112b Lowell Road
Windham, NH 03087
Golden Brook Office (603) 845-1552
Safety Phone – (603) 845-1552, Option 1
GBS FAX – (603) 845-1553
- ◆ **Windham Center School (Grades 5 - 6)**
2 Lowell Road
Windham, NH 03087 (603) 845-1554
WCS FAX – (603) 845-1555
- ◆ **Windham Middle School (Grades 7 - 8)**
112a Lowell Road
Windham, NH 03087 (603) 845-1556
WMS FAX – (603) 845-1557
- ◆ **Windham High School (Grades 9 - 12)**
64 London Bridge Road
Windham, NH 03087 (603) 845-1558
WHS FAX – (603) 845-1559
- ◆ **Superintendent's Office – SAU #95**
P.O. Box 510, 19 Haverhill Road
Windham, NH 03087 (603) 845-1550
SAU FAX – (603) 845-1551

SCHOOL HOURS

Golden Brook School	8:40 a.m. - 2:50 p.m.
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- * Golden Brook School MORNING BELL RINGS AT 8:40 A.M. Considered tardy @ 8:41 A.M.
- * Bus and Car Arrival Staff will return to the building at 8:35 A.M.
- * GBS students are considered DISMISSED if they leave school BEFORE 2:45 P.M.
- * TWO-HOUR DELAYED OPENING — **10:40 A.M.– 2:50 P.M.** GBS students are considered TARDY AT **10:41 A.M.** Student drop-off begins at **10:30 A.M.**

DAILY SCHEDULE

GBS Daily Schedule

8:20-8:40 am Arrival of K-4 Students
 9:00 am Arrival of Morning Pre-School Students

	Grade K Schedule	
Arrival	8:20 - 8:40 am	Arrival/Ready-Set-Go/Announcements/Morning Meeting
Period 1	8:45 – 9:30 am	Academic Block 1
Period 2	9:30 – 10:15 am	Academic Block 2
Period 3	10:15 – 11:00 am	Academic Block 3
Period 4	11:00 - 11:20 am	Recess
	11:20 - 11:45 am	Lunch
Period 5	11:45 am - 12:30 pm	Academic Block 4
Period 6	12:30 - 1:15 pm	Academic Block 5
Period 7	1:15 – 2:00 pm	Academic Block 6/Unified Arts
Period 8	2:00 - 2:45 pm	Unified Arts/Academic Block 6
Dismissal	2:45 - 2:50 pm	End of day pack up and dismissal

	Grade 1 Schedule	
Arrival	8:20 - 8:40 am	Arrival/Ready-Set-Go/Announcements/Morning Meeting
Period 1	8:45 – 9:30 am	Academic Block 1
Period 2	9:30 – 10:15 am	Unified Arts
Period 3	10:15 – 11:00 am	Academic Block 2
Period 4	11:00 - 11:20 am	Recess/Academic Block 3
	11:20 - 11:45 am	Lunch/Academic Block 3
Period 5	11:45 am - 12:05pm	Academic Block 3/Recess
	12:05 - 12:30 pm	Academic Block 3/Lunch
Period 6	12:30 – 1:15 pm	Academic Block 4
Period 7	1:15 – 2:00 pm	Academic Block 5
Period 8	2:00 - 2:45 pm	Academic Block 6
Dismissal	2:45 – 2: 50 pm	End of day pack up and dismissal

	Grade 2 Schedule	
Arrival	8:20 - 8:40 am	Arrival/Ready-Set-Go/Announcements/Morning Meeting
Period 1	8:45 - 9:30 am	Unified Arts
Period 2	9:30 - 10:15 am	Academic Block 1
Period 3	10:15 - 11:00 am	Academic Block 2
Period 4	11:00 – 11:45 am	Academic Block 3
Period 5	11:45 am - 12:05 pm	Recess
	12:05 - 12:30 pm	Lunch
Period 6	12:30 - 1:15 pm	Academic Block 4
Period 7	1:15 – 2:00 pm	Academic Block 5
Period 8	2:00 - 2:45 pm	Academic Block 6
Dismissal	2:45 – 2:50 pm	End of day pack up and dismissal

	Grade 3 Schedule	
Arrival	8:20 - 8:40 am	Arrival/Ready-Set-Go/Announcements/Morning Meeting
Period 1	8:45 - 9:30 am	Academic Block 1
Period 2	9:30 - 10:15 am	Academic Block 2
Period 3	10:15 - 11:00 am	Academic Block 3/Unified Arts
Period 4	11:00 – 11:45 am	Unified Arts/Academic Block 3
Period 5	11:45 am - 12:30 pm	Academic Block 4
Period 6	12:30 – 12:50 pm	Recess
	12:50 - 1:15 pm	Lunch
Period 7	1:15 – 2:00 pm	Academic Block 5
Period 8	2:00 - 2:45 pm	Academic Block 6
Dismissal	2:45 – 2:50 pm	End of day pack up and dismissal

	Grade 4 Schedule	
Arrival	8:20 - 8:40 am	Arrival/Ready-Set-Go/Announcements/Morning Meeting
Period 1	8:45 – 9:30 am	Academic Block 1
Period 2	9:30 - 10:15 am	Academic Block 2
Period 3	10:15 – 10:35 am	Recess
	10:35 – 11:00 am	Lunch
Period 4	11:00 - 11:45 am	Academic Block 3
Period 5	11:45 am - 12:30 pm	Academic Block 4/Unified Arts
Period 6	12:30 – 1:15 pm	Unified Arts/Academic Block 4
Period 7	1:15 - 2:00 pm	Academic Block 5
Period 8	2:00 - 2:45 pm	Academic Block 6
Dismissal	2:45 – 2:50 pm	End of day pack up and dismissal

Pre-K Schedule

9:00-11:30 am AM Session

12:25-2:50 pm PM Session

Early Release Day Schedule

Adjusted Lunch schedules due to the shortened day. No recess for all grade levels.

12:00 Noon - Dismissal of Students – No PM Pre-K classes.

DELAYED OPENING

If the district declares a delayed opening due to inclement weather, Golden Brook class sessions will start 2 hours later (10:40 a.m.). School buses will also run their routes 2 hours later than normal in the morning. For example, if your child's bus normally arrives at 8:00 a.m., the bus will arrive at approximately 10:00 a.m. **AM Pre-K sessions are canceled.** Additionally, if the inclement weather subsides, PM Pre-K classes will proceed as scheduled.

READY-SET-GO

Each day, all Golden Brook School students will start their day with Ready, Set, Go! which is a time for students to build social skills and develop relationships with GBS staff and their peers.

RECESS

All K-4 students will have a 20-minute recess. Inclement weather or the temperatures of 15 degrees or below including wind chill, will prevent students from having outdoor recess. Please see that your child is dressed appropriately for the weather conditions. When there is snow on the ground, students must be wearing boots, snow pants, gloves/mittens and jacket in order to be allowed on snow-covered areas.

Appropriate footwear is recommended for children playing on playground equipment. **Flip flops and high heeled shoes/boots are not recommended.**

Students are not allowed to stay in for recess without a note from their physician.

VACATIONS

There are four major school breaks during the school year: **Thanksgiving Recess, December Holidays, Winter Vacation in February and Spring Vacation in April.** Please check the District Calendar for specific dates.

ACADEMICS

CURRICULUM

[GBS Grades K-4 Curriculum](#)

Please follow the link above for the most up-to-date curriculum overviews for Golden Brook School.

For additional information about individual grade-level curriculum, please see below for the PK-4 brochures.

- [Preschool](#)
- [Kindergarten](#)
- [First Grade](#)
- [Second Grade](#)
- [Third Grade](#)
- [Fourth Grade](#)

UNIFIED ARTS CURRICULUM

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

Follow this link for the most up-to-date curriculum brochure: [Unified Arts](#)

First and Second Grade:

ART — 1 Class Period per week

Art class at Golden Brook School establishes a foundation that students can build upon throughout their art education in Windham. The students are introduced to different media and techniques through a variety of art projects where they learn about the art elements and principles such as line, shape, color, pattern, and proportion. In addition, students will explore art history and the many different styles and methods for creating art. The overall goal is to encourage their imaginations and creativity, as well as to gain knowledge and an appreciation for the visual arts.

MUSIC — 1 Class Period per week

The music program helps students develop a repertoire of rhymes and songs. All students are encouraged to play rhythm instruments during classroom time. Working within the total curriculum, music activities incorporate and reinforce technology, language, math, and physical coordination.

PHYSICAL EDUCATION — 2 Class Periods per Week

Our Physical Education staff believes in a building-block approach to educating children in the area of movement, games, lifetime fitness activities, sportsmanship, and fun. Students develop socialization skills while learning how their bodies move and play. They are encouraged to use a variety of thinking skills, learning styles, and experimental ways to learn about exercise and games.

Revised 1/7/2020

Please see below the WSD Policy, *Physical Education*, IHAЕ

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.

LIBRARY - 1 class per week

The school library provides print and digital materials that support the curriculum, taking into consideration the varied interests, abilities, and developmental levels of the students served. These materials provide information that stimulates growth in factual knowledge and literary appreciation. Since most learning occurs when information skills are linked to work in content areas, library staff work closely with classroom teachers so that topics covered during library visits complement classroom activities. In addition, students are welcome to visit the library at any time convenient to their classroom during the day, not just during scheduled visits.

Information skills covered at Golden Brook School include organization of materials in the library, use of the online catalog, book care, parts of a book, Internet safety and digital citizenship, research skills, and using online subscription databases. Students use various technologies to access information and literature, including computers and Chrome books, Nook tablets, and Tag Reader pens. Students are introduced to various genres, authors, and illustrators, and award-winning literature, and are encouraged to borrow books regularly for their learning and enjoyment.

All students in the Windham School District have access to the library media center at their school. Checkout limits are as follows:

- Preschool & Kindergarten: One item for one week
- Grades 1 & 2: Two items for one week
- Grades 3 & 4: Four items for one week

Overdue fines are not charged. Bills will be sent home only for lost or damaged items.

Third and Fourth Grade:

ART — 1 Class Period per week

The emphasis of hands-on experience is supported with academic and historic art information. Students have Art once a week for a period of 45 minutes. Our art teacher works closely with the classroom teacher to create multi-dimensional units encompassing several subjects, classes and/or grades. Art skills are used to support learning in other subjects.

MUSIC — 1 Class Period per week

The music program helps students develop a repertoire of rhymes and songs. All students are encouraged to play rhythm instruments during classroom time. Working within the total curriculum, music activities incorporate and reinforce technology, language, math, and physical coordination.

BAND — 1 Class Period per week

The band program introduces students to a variety of instruments as well as reading music and rhythm, as well as becoming familiar with playing their instrument of choice.

PHYSICAL EDUCATION — 1 or 2 Class Periods per week (Based on Band enrollment)

Our Physical Education staff believes in a building-block approach to educating children in the area of movement, games, lifetime fitness activities, sportsmanship, and fun. Students develop socialization skills while learning how their bodies move and play. They are encouraged to use a variety of thinking skills, learning styles, and experimental ways to learn about exercise and games. Adaptive physical education may be offered to students requiring this service.

MEDIA CENTER/LIBRARY - 1 class per week

All students will attend Media/Library classes. The Media Center is staffed by a Media Specialist. Students are encouraged to use its resources often. All students in the Windham School District have access to the Media Center/Library at their school.

Overdue fines are not charged in the Windham School District. If a student has a book and/or a magazine that is more than four weeks overdue, a notice will be sent home to the parents/guardians informing them of the title of the outstanding material. It is hoped that the parents/guardians will then help the child locate the book so it can be returned. In the beginning of June, parents/guardians will receive a bill for any outstanding materials, at which time payment must be made. If a book has been damaged beyond use, payment is expected immediately. Any materials that are located after being paid for in June are eligible for a refund if they are returned before October 1 of the school year following the loss. Generally, students will use the library for reference, research, selecting books for reading, using periodicals and for using the computers. All books and materials must be signed out and returned when they are due so others may use them.

LOST BOOKS

Textbooks issued to each student are his or her direct responsibility. If a student does not turn in the book assigned, that student will be charged a replacement cost. If books are returned damaged, full or partial payment may be assessed depending upon the condition of the book. All textbooks are to be covered the entire school year.

Please refer the WSD Policy, *Selection and Adoption of Instructional Materials and Library/Media Center Materials*, [IJJ](#)

REPORT CARDS/PROGRESS REPORTS

The academic year is composed of 180 days that are divided into trimesters of 60 days each. Report cards are distributed three (3) times per year at the end of each trimester. Progress reports will be sent home mid-trimester.

Reporting student progress occurs throughout the school year and takes various forms. Golden Brook School provides a Standards-based Report Card. The purpose of Standards-Based reporting is to help parents understand their child’s progress toward established standards. The Windham School District academic curricula define the skills, knowledge, and understandings that must be acquired to ensure a solid foundation for college and career readiness.

Standards provide a focus for students, teachers, and parents. Reporting standards, like those included on your child’s report card, describe what students should know and be able to do. Clear expectations for student learning ensure time and effort are maximized.

Revised 7/16/19 Please see below the WSD Policy, *Grading System*, 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.

STANDARDS-BASED REPORTING

A Standards-Based Report Card is a reporting document that provides an in-depth understanding of what your child knows and is able to do. The level of specificity within this system allows for a greater understanding relative to your child’s level of proficiency within each content area. Now, you are able to understand the specific areas of strength in literacy, for example, because that subject has several components that are assessed and then reported.

Explanation of Academic Performance Indicators

- 4 Exceeding** - The student is demonstrating in-depth understanding beyond the grade-level key concept, process, and standard.
- 3 Meeting** - The student is consistently demonstrating understanding of the grade-level key concept, process, and standard.
- 2 Progressing** - The student is approaching an understanding of the grade-level key concept, process, and standard.
- 1 Beginning** -The student is demonstrating a limited understanding of the grade-level key concept, process, and standard.

Explanation of Unified Arts: Characteristics of a Successful Learner

- 3 Meets** - Student is **frequently** demonstrating the skill
- 2 Progressing** - Student is **occasionally** demonstrating the skill.
- 1 Beginning** - Student is **rarely** demonstrating the skill.

During the trimester, there are multiple opportunities for students to show their knowledge in each learning standard. All assignments in each learning standard, will be averaged together to create a standard grade.

The following are some frequently asked questions and answers regarding standards-based reporting:

What is involved in determining my child's level of proficiency?

There are a multitude of components that assist us when assigning a level of proficiency. Curriculum standards drive our instruction, and assessment allows us to determine proper levels of enrichment and intervention. An accurate portrayal of your child's level of mastery is then reported. As a reminder, if your child receives an "NA" for a grade, this simply means that standard was not assessed this trimester.

If my child has an IEP (Individualized Education Plan) what can I expect?

A Standards-Based Report Card is extremely beneficial for your child. Our Special Education team can tailor individual goals to help your child meet the rigorous expectations of our curriculum standards. Each time a report card is issued, your student will also be provided with a progress report specific to their IEP goals. Please feel free to contact your child's case manager if you have any questions.

Are there content areas, or subjects, that are based on our end-of-year expectations?

Yes! An end-of-year expectation simply means that students work hard all year long to reach our level of proficiency. The content area of **Writing**, for example, is based upon our end-of-year expectations. *After Trimester 1, it is not uncommon for students to be progressing toward an end-of-year level of mastery.* Your child works hard all year to finish strong!

Are there standards that cannot be exceeded?

Yes. To exceed a standard, your child must demonstrate a level of knowledge and understanding that goes beyond what is explicitly taught. We continue to work to develop opportunities that measure students' ability to demonstrate our highest level of proficiency. The following standards will receive a mark no higher than 3 (Meets): **Characteristics of a Successful Learner**.

What can I do to continue helping my child at home?

Building a home-school connection is critical in the development of your child. We encourage you to continue setting goals with your child, and that can very easily include reading together at night, practicing math facts in the car, or talking about the benefit of hard work. Together, we can make the difference!

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held twice each school year. Conferences are an opportunity for you to speak directly to your child's classroom teacher. The classroom teacher will review your child's progress in the various academic areas and Characteristics of a Successful Learner.

Note: No babysitting services are provided during the conferences. It is recommended that parents do not bring children to conferences, as this is an opportunity for you and the classroom teacher to discuss your child's progress. Children are not permitted at the Book Fair without a parent. All children must be supervised by a parent/guardian.

PTC Wizard: online system for Parent/Teacher Conferences appointments.

PTC Wizard allows parents to easily schedule their own appointments with teachers. The direct link for this program, <https://goldenbrook.ptcwizard.com> and parents can find a link on the Golden Brook School website. Sign-ups will be processed as they are received. A specific sign up period is allotted for each P/T conference session (fall and spring). Please watch the parent newsletters and other notifications for the specific dates.

If you need to register as a **new parent** into the system, enter your name, email address and a password. Once registered, you will be taken through a simple step-by-step procedure which allows you to add your child's name, choose a teacher, and choose an available slot for your conference. **If you have more than one student at GBS, you are easily able to add another child.**

If you have children at other district schools you can sign into PTC Wizard using the same email and password that you used at the other schools. It is important, however, to make sure you **use the Golden Brook link.**

Your appointment time(s) will be automatically emailed at the end of the process.

Adopted/Revised 9/17/19

Please see below the WSD Policy, *Tutoring for Pay*, 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.

Adopted/Revised 7/16/19

Please refer the WSD Policy, *School, Family and Community Partnerships* [KA](#)

STANDARDIZED TESTING

Students at GBS will participate in standardized assessments as part of the district's MTSS Universal Screening process. Grades K-4 will participate in a computer-based, adaptive assessment called the Renaissance STAR Assessment, commonly referred to as the STAR assessment. This assessment will be administered in the fall, winter, and spring. The results from this assessment will be utilized to influence instructional decisions in the areas of reading and mathematics. The school will provide results to parents after each assessment window.

Third and fourth-grade students will also participate in the New Hampshire Statewide Assessment System, commonly referred to as NH SAS. This test is a next-generation assessment that accurately measures student progress in mathematics and English/language arts each spring.

TECHNOLOGY

Technology in our schools has made many resources available to our students. Standardized testing, on-line resources and many other educational software packages utilize the internet for access. With innovation comes responsibility, so

the district has put in place policies that govern student internet use and safety. Please see the policies below pertaining to technology in our school.

Kindergarten through fourth grade students have access to and a 1:1 device in the classroom as part of the WSD initiative. Kindergarten students have iPads and grades 1-4 have Chromebooks.

Chromebooks (grades 1-4) or iPads (Kindergarten) are provided to students at Golden Brook School for use during the school year. It is vitally important that all families agree to the district's technology policies during [Registration Verification](#). The link below provides information to families regarding the device insurance fee and payment instructions:

[Student Chromebooks/iPads Information](#)

STUDENT INFORMATION SYSTEM - PowerSchool Registration Verification

Prior to the start of the school year, a PowerSchool Registration Verification email will be sent to parents of all Windham students to make changes to any information regarding your child(ren). The verification system will include parent contact information, addresses, phone numbers, emergency contacts, email addresses, etc. Parental authorization for the Internet Acceptable Use Policy, Bullying Policy, Permission to Publish, Video Permission, and Student Handbook Acknowledgement will be required through the system. If your email has changed since registering your student or from the previous school year, please contact the Golden Brook School office staff.

Once the verification process is complete, your student's classroom teacher will be listed on the confirmation page. The parent access ID and password for the PowerSchool Unified Classroom will be available upon completion here as well. If you do not receive a Registration Verification email, please contact the GBS Office.

POWERSCHOOL UNIFIED CLASSROOM

PowerSchool, the school district student information system (SIS), allows parents a portal to their student's information and classes via Unified Classroom. attendance records, teacher's classroom pages, grades, and announcements can be viewed in Unified Classroom on a real-time basis.

Each student is assigned a unique Access ID and password that is used to link them to one or more parent portal accounts. The access information will be provided on the confirmation page after the student information has been updated during the [Registration Verification](#) process. This is the same page where parents can view their student's homeroom teacher assignments. Directions on how to establish a Unified Classroom Parent Portal account for the first time, as well as how to link a student to an already existing parent account, are also available for download from the confirmation page. If parents already have an account from previous school years, no action is required. Only new students to the district need to be added with an access code. For those who have additional questions, more information on this process will be made available from the school at the beginning of the school year and is also available on the District website in [WSD Technology Hub](#).

Please refer the WSD Policy, *Intranet/Internet Acceptable Use*, [EGA](#)

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

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

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

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

The Windham School District utilizes filtering technology designed to block materials that are obscene or harmful to minors, including, but not limited to, images of child sexual assault, and pornography. Windham School District takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. Windham School District educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that the Windham School District cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communications.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

All devices will be equipped with software that permits the deletion of memory if the property is lost or stolen.

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

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.

CLASSROOM PLACEMENT

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

- Placement in each homeroom is determined utilizing input from a team, which consists of your child's current teacher, the guidance counselor, unified arts teachers, the special education staff and administration. Members of the placement team consider all available and appropriate data and share responsibility for making specific decisions related to classroom assignments.
- We do not accept specific teacher requests as part of the placement process; however, we will take other information that you deem important into consideration such as learning style, compatibility with other children, and academic needs. Please be assured that this is a thoughtful and systematic process designed to ensure that each child will experience success in the upcoming school year. Your input is very important to us! If you feel that your child has any unique needs, please share this information in writing. Deadlines for this process will be available in the spring. Please watch the weekly newsletters for pertinent dates.
- Student placements will be announced prior to the end of the school year. Each student will meet with their next year's teacher on our Step-Up day in June. The [Registration Verification](#) System will be used to notify any students of their classroom teacher if they are registered after Step-Up day.

PROMOTION/RETENTION

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

Initial information regarding the possibility of retention shall be gathered by the teachers and submitted to the principal. The principal will meet with the teachers and contact parents if retention is a reasonable possibility. If it is a possibility, the principal will advise the parents by June 1. Parents will be asked to meet with the staff and the principal to discuss the concerns.

In the event a parent wishes to appeal the final decision of the principal; a written appeal may be made to the Superintendent of Schools. The Superintendent of Schools will make a final decision on the appeal by July 15 and notify the parents and the principal.

Adopted/Revised 11/19/19

Please see below the WSD Policy, *Promotion and Retention of Students*, IKEB

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

In general, most children mature and acquire the basic skills of learning in a manner that equates a school year to a grade. Children with unusual ability and work habits are provided the opportunity, where possible, of mastering skills according to their ability through an alternative program.

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

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

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

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

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

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

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

HOMework

We believe homework is important in helping students make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, teaching responsibility, and helping students develop positive study habits.

It is recommended, for Kindergarten through fourth grade, that an acceptable time for assigned homework would be 10 minutes times the grade level: grades K-1, 10 min., grade 2, 15-20 min, grade 3, 30 min. and grade 4, 40 min.

In grades 3 and 4, homework may include assignments in math, language arts, social studies, and/or science. We encourage students to record homework assignments into their student agenda books. Also, assignments may be found by accessing the teacher's website. Assignments will reinforce skills being taught in class. Students are encouraged to practice their math facts and read daily. Homework assignments in grades 3 and 4 will range from approximately 30 to 40 minutes a night.

When special or long-term projects are assigned, additional time may be required. We feel that parents are the key to having homework a positive experience for their children.

Homework Grade:

Homework is graded in the characteristics of a successful learner section of the report card based on the completion of the expected assignments.

Adopted/Revised 11/19/19

Please see below the Windham School District Policy, *Homework*, IKB

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

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

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

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

District and School administrators from each school shall meet regularly to ensure proper vertical/horizontal alignment for both the weighting of assignments and amount of homework given.

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

LITERACY/MATH INTERVENTION

This program is designed to aid students who may have a need for help in Reading and/or Math. Intervention teachers meet with students on a regular basis and help strengthen skills learned in the classroom as part of our MTSS process. Interventionists will use research-based, systematic instruction.

LITERACY DEPARTMENT

The Literacy Department at Golden Brook School monitors the school's reading and writing program and materials as well as student progress. They work with individual teachers and students to support the development of strong reading and writing skills.

There are several approaches to reading instruction at the early elementary level. Educators at Golden Brook School use a variety of methods, incorporating the best practices from current research and combining them in creative ways to meet individual student needs.

Our curriculum includes the use of the Lucy Calkins Units of Study for Teaching Reading and Writing (grade K-4) as well as Wilson Foundations (Grades K-2) and Words Their Way (Grades 1-4), and Heggerty for phonological and phonemic awareness (K-1).

Our students in grades K-2 will be receiving benchmark assessments three times per year using *STAR* for both math and literacy and *Fountas and Pinnell Benchmark System* for literacy (K-4). In addition, K-1 students are assessed using a phonological screener and high-frequency words. This information will be used to track student growth and progress in the classroom and to identify students in need of intervention services.

SPECIAL SERVICES PROGRAMS

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

Why Do We Provide Special Education?

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

- Students with educational disabilities (ages 3-21) 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 requires specialized instruction to access curriculum. There are multiple steps to the special education process in New Hampshire.

1. Referral to the school team,
2. Evaluation, if a disability is suspected,
3. Determination by the special education team, including parents, if the child meets both criteria:
 - The child has an educational disability,
 - There is an adverse effect on the child's education, and
 - The child requires special education because of that disability.
4. Once a student has been determined by the team to be eligible to receive special education, the team then creates an Individualized Education Program (IEP).
5. Placement, or where the services will be implemented, is decided. The child must be educated with peers without disabilities to the maximum extent appropriate.
6. The IEP is monitored and progress is reviewed.
7. Annual review of the IEP.
8. Re-evaluation every 3 years to determine if the student still qualifies for special education.

The IEP Team

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

- The child's teacher,
- A special education teacher,
- A LEA Representative or designee,
- Parents

Parents are very important members of this team. They assist the school professionals in identifying evaluations to be given. They attend meetings where the test results are explained, and they take part in the decision of if their child requires special education. If 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 provided. 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.

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 each trimester.

For More Information:

Whenever parents have questions or concerns about special education or their child, they can go to the teacher, the special education teacher or the Director of Special Education. Please follow the link below for more detailed information: [NH Procedural Safeguards Handbook](#)

CHILD FIND

All children have a right to a free, appropriate public education regardless of the type or severity of disability. Both federal and state laws guarantee these rights. The Individuals with Disabilities Education Act (IDEA) requires that school districts try to locate and identify children with educational disabilities in order to provide them with appropriate special educational services. The Windham School District seeks children, from birth to 21 years of age, who may have an educational disability and who are not presently being served. Golden Brook School currently has an in-school referral process. Referrals can be made by anyone. If you are concerned about your child's overall education and development, please contact Golden Brook School to discuss the referral process in more detail.

OCCUPATIONAL THERAPY

Occupational Therapy is a related service available to students in the Windham schools and is provided for students at every grade level. Students receiving Occupational Therapy services have identifiable difficulties which interfere with their performance in school. Some areas assessed in occupational therapy include motor skills, visual perceptual skills, sensory processing /integration, and self-help skills as they relate to the school environment.

SPEECH & LANGUAGE

Speech and language services are offered to those students whose difficulties impact their educational development. Problem areas often include difficulty with memory and comprehension of language, oral

expression, written language formulation, speaking fluency, sound production and sound awareness skills, and hearing impairments. Students may be referred at the request of parents, teachers, and other professionals. Students may receive a speech and language screening or evaluation to determine program eligibility and identify individual needs. Services may occur within the classroom or through small group sessions outside of the classroom.

SPECIAL EDUCATION STAFF

Special Education teachers at Golden Brook School are responsible for working with students who have been identified with an educational disability according to State and Federal Guidelines. They are available to consult with classroom teachers, and to varying degrees, work within the classroom with students in small groups to whole class settings. In addition, students may be provided with support through small group support in a resource room. Special Education teachers work closely with other specialists to ensure all the needs of the students are met. These specialists are part of a multi-disciplinary team involved with the assessment and identification of students with educational disabilities.

SCHOOL COUNSELING

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

Guidance activities are provided to all students through the School Counseling Department and/or through curriculum areas. Activities address age appropriate prosocial skills so that students are able to develop to their fullest potential and may become responsible, contributing members of their community.

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

The School Counseling Department can assist parents with behavior management, school progress, conferences with teachers, family concerns, social adjustment, and arranging resources.

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

All information shared in a counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and a professional duty not to divulge information learned in a private interaction unless there are special and compelling circumstances, or a legal mandate to do so. Specifically, counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; to warn potential victims of intent to harm. Counselors are also required to uphold all school rules and school district policies, including those related to school conduct. All counselors in the district are trained and certified professionals who adhere to the ethical standards of the American School Counselor Association.

PURPOSE

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.

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.

DEFINITIONS

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of District staff. Students might or might not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.

"Transgender" describes people whose gender identity is different from their gender assigned at birth.

"Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

"Gender nonconforming" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.

GUIDANCE

A. Privacy

The Board recognizes a student's right to keep private one's transgender status or gender nonconforming presentation at school. School personnel will only disclose information that may reveal a student's transgender status or gender nonconforming presentation to others for educational or safety purposes or when legally required to do so

When contacting the parent or guardian of a transgender or gender nonconforming student, school personnel should use the student's legal name and the pronoun

corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

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

B. Official Records

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

C. Names/Pronouns

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

D. Gender-Segregated Activities

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

E. Restroom Accessibility

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

F. Locker Room Accessibility

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate 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.

G. Physical Education Classes & Intramural Sports

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.

H. Interscholastic Competitive Sports Teams

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity and in concert with the New Hampshire Interscholastic Athletic Association (NHIAA).

I. Dress Codes

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

J. Discrimination/Harassment

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

RESPONSE TO INTERVENTION (RtI)/MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

What is MTSS?

Multi-Tiered System of Support (MTSS) is the framework for monitoring and providing interventions to students who are at risk with their academics, behavior, or social-emotional learning.

What is RtI?

RtI is a multi-step process designed to help schools focus on high quality interventions that are matched to students' needs and monitored on frequent basis. The information gained from the RtI process is used by teachers and parents to adapt instruction and to make decisions regarding the student's educational program.

What are the Benefits of RtI?

Perhaps the greatest benefit of an RtI approach is that students get help promptly within the general educational setting. As soon as assessment data indicates a problem area for a student or a group of students, specific and targeted skill-oriented interventions are put into place to address these concerns by the classroom teacher.

Interventions are teaching strategies or methods that have been proven to be effective in helping children learn. The frequency and duration of the intervention will be based on the individual needs of the student.

While the interventions are taking place, school staff monitors any progress that these students are making in their problem areas.

These progress monitoring techniques used within the RtI process provide information that allows teacher to better evaluate student needs and match instruction, resources and interventions appropriately.

What Questions Might Parents Ask About RtI?

-
- What curriculum is being taught in my child's classroom?
 - What are the targeted interventions that my child's school is using if he/she is struggling in the classroom?
 - How will I be informed of the progress my child is making?
 - What happens if an intervention is not working?

How can Parents be Involved?

- Make reading an everyday habit.
- Frequently communicate with your child's teacher(s).
- Attend parent-teacher conferences.
- Monitor and assist with your child's homework assignments.
- Share your child's successes.

What if my Child Needs Special Education?

RtI does not replace the special education process. If you believe that your child has an educational disability that may require special education services, you have the right to request an evaluation.

How Can I Learn More?

Learn more about RtI online by following these links:

<https://mtss4success.org/>

TITLE I — PARENTS RIGHT-TO-KNOW

Under Title I, Part A of ESEA (The No Child Left Behind Act of 2001), we must notify you of your rights.

[Section 1111(h)(6)(A-C)]

Qualifications: The parents may request, and the school will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at minimum, the following:

- Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction,

- Whether the teacher is teaching under emergency or other professional status that the State has waived.
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Additional Information:

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that the parent's child has been assigned or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

Please feel free to contact the Title I teacher or principal for further questions.

GOLDEN BROOK ALTERNATIVE INSTRUCTIONAL SETTING (GAINS)

The Golden Brook Alternative Instructional Setting (GAINS) program is designed for students in grades K-4 (ages 5-9) who require direct instruction due to a significant deficit of skills in the following areas: academic, communication, social, behavioral, functional, motor and/or executive functioning. Participation in the GAINS program is intended for students who currently have or are eligible for an Individual Education Plan (IEP) with clearly identified goals that cannot be fully met through the general curriculum or other supplementary instruction. Program design is meant specifically for students who require significant modifications to the general curriculum or access to an alternative curriculum. Eligibility for this program will be determined on an individual basis by the IEP team.

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

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

STUDENT CONDUCT

SCHOOL BEHAVIOR PLAN

As children are learning to become citizens of the school, behavioral infractions are not atypical.

Our Positive Behavior Interventions and Supports (PBIS) form will be used to document and communicate behavioral infractions in each marking period.

At Golden Brook School, we know that children need to learn during the elementary years how to treat each other kindly. We also know that learners sometimes make mistakes. At Golden Brook School, we have a consistent set of rules and logical, small consequences to help students make good choices. This philosophy, in conjunction with the Positive Behavior Intervention and Support (PBIS) being used throughout our school, fosters a sense of community and general welfare for all. Students become accountable for their behavior and part of the problem-solving process.

Golden Brook School **ROARS** Core Values

- I am **R**espectful
- I am **O**pen to growth
- I am an **A**chiever
- I am **R**esponsible
- I am **S**afe

SCHOOL AND PLAYGROUND

RECESS RESPONSIBILITIES

Students will have a recess period mid-day each day. Students are encouraged to dress appropriately (boots and snow gear) during the winter months. There will be outdoor recess, weather permitting.

Soft nerf-type balls are permitted during recess. Items that are to be left at home include skateboards, bats, any hard type balls including regulation softballs, lacrosse sticks, and other items that pose as a safety issue.

Note: Snow play is reserved for students with boots, snow pants and gloves. Those without the appropriate gear will be given a snow-free area to play.

SAFE SCHOOL ZONE

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on District property, or property within the jurisdiction of District, while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and in the use of online resources. The Board endorses the following principles of student conduct:

Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules, District policies and procedures, including but not limited to policies JIC and JICDD, as well as to general provisions of the law regarding minors.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Students are always expected to follow the school rules. Failure to follow the rules will result in a consequence. Consequences may include loss of privileges, detention, in-school suspension, or out-of-school suspension. In cases of detention, parents will be notified 24 hours in advance of the after-school detention so that appropriate transportation can be arranged. In cases of suspension, the student will be able to make up all schoolwork for full credit. Parents will be called and notified in writing of the suspension.

Adopted 5/8/21

Please see below the WSD Policy – *Student Rights and Responsibilities*, [JIC](#)

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

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

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

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

Adopted 3/19/12

Please refer to the WSD Policy – *Student Conduct, Discipline and Due Process*, [JICD](#)

Adopted

Please see below WSD Policy – *Student Discipline Out-of-School Actions*, [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.

Revised 9/7/21

Please see below WSD Policy – *Student Searches*, JIH

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

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

Searches of students and their personal property within the school or on school grounds may be conducted by the Principal and/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. Students consent to having their vehicle searched by parking in school parking lots. 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.

Adopted 7/5/2005

Please refer to the WSD Policy – *Detention of Students*, JKB

PLAYGROUND EXPECTATIONS

Be Respectful

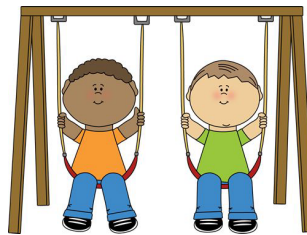
- Wait your turn in line
- Listen to all adults
- Follow the rules of games and equipment

Be Responsible

- Go straight to your line when the bell rings
- Put away all equipment
- Tell an adult if you need to leave the playground or if someone is hurt.

Be Safe

- Walk to and from class and the playground
- Stay in designated areas
- Keep rocks, sticks and snow on the ground and free from your hands.
- Slide down the slide feet first and on your bottom



BATHROOM EXPECTATIONS

Be Respectful

- Give people privacy
- Use quiet voices
- Wait your turn

Be Responsible

- Flush the toilets
- Wash your hands
- Put trash in the garbage cans

Be Safe

- Walk to and from the bathroom
- Keep water in the sink and off the floor
- Report problems to your teacher



HALLWAY EXPECTATIONS

Be Respectful

- Voices off in Learning Zones
- STOP, LOOK & LISTEN when spoken to by adults.

Be Responsible

- Stay in line facing forward unless directed by an adult.

Be Safe

- Walk at all times
- Keep hands, feet & objects to yourself
- Move with the flow of traffic



BULLYING LANGUAGE FOR STUDENTS IN GRADES K-4

What is bullying?

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

Our School'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.

Revised 1/19/21

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

BULLYING: PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

1. 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 this policy 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.

II. Definitions

- A. Bullying: 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:
1. Physically harms a pupil or damages the pupil's property;
 2. Causes emotional distress to the pupil;
 3. Interferes with a pupils' educational opportunities;
 4. Creates a hostile educational environment; or
 5. 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.

- B. Cyberbullying: bullying (as defined above) undertaken through the use of electronic devices.
- C. Electronic devices: include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
- D. Perpetrator: a pupil who engages in bullying or cyberbullying.
- E. School Property: all real property and all physical plant and equipment used for school purposes including public or private school buses or vans.
- F. Victim: a pupil against whom bullying or cyberbullying has been perpetrated.
- G. Educational opportunities: the curricular and extracurricular programs and activities offered by the District.
- H. Interference of educational opportunities: a single incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).

- I. Hostile educational environment: a single incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).
- J. The determination as to whether a single incident or a pattern of incidents causes a "substantial disruption to the orderly operations of the school" shall be made by the person investigating the reported incidents(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extra-curricular programs and activities offered by the District.

In accordance with RSA 193-F:4, the Windham School District reserves the right to impose discipline for bullying or cyberbullying that:

Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or

Occurs 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.

III. Reporting Procedure

The Principal of each school is responsible for receiving oral or written reports of bullying or cyberbullying. The Principal may designate, in writing, an additional person to receive such reports.

Student or Parent Reports

- A. Any student who believes that he or she has been the victim of bullying or cyberbullying, as defined in Section II, above, should immediately report the alleged act(s) to the Principal or his/her designee; however, if the student prefers, he/she may inform any school employee or volunteer.
- B. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyberbullying should immediately report the same to the Principal or his/her designee, or, if the student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyberbullying.
- C. The District will not accept anonymous reports of bullying or cyberbullying. However, the District will seek to ensure that the individual making the report is protected from retaliation as a result of the report.
- D. Forms to report incidents of bullying or cyberbullying shall be available at the Principal's office. Use of the form is encouraged, but not required. If the Principal or his/her designee receives the report verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

Reports by Staff, Volunteer, or Employees of a Company Under Contract with the School District, or with any school in the Windham School District

- A. Any school employee, volunteer, or employee of a company under contract with the Windham School District, or any school within the Windham School District, who has witnessed or has reliable information that a pupil has been subjected to bullying, or cyberbullying as defined in Section II above, shall report such incident to the Principal or his/her designee by the close of the school day on which they witness or receive such reliable information.
- B. Forms to report incidents of bullying or cyberbullying shall be available electronically or at the Principal's office. If the Principal or his/her designee receives the information verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

IV – Notice to Parents/Guardians

Within 48 hours of receiving a report of bullying or cyberbullying, the Principal, or his/her designee, shall give notice of the report of the alleged incident to the parent(s) or guardian(s) of the victim and the perpetrator. The report shall be made by telephone or in writing; if made by telephone, a record of the report shall be made. The record should include, at a minimum, the date and time of the call. Any such notification under this policy must comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. At a minimum, the notice shall advise the individuals involved of the nature of the incident, the date and time the report was received, and the procedures described in this policy. In accordance with FERPA, the notice shall not contain any personally identifiable information obtained from student education records.

V – Waiver of Notification Requirement

The Superintendent may, within the 48-hour time period referenced in Section IV of this policy, grant the Principal or his/her designee a written waiver from the notification requirement in Section IV of this policy, if the Superintendent or his/her designee deems such waiver to be in the best interest of either the victim or the perpetrator. The granting of a waiver does not negate the responsibility to follow the other procedures set forth in this policy.

VI – Investigation Procedures

- A. The Principal or his/her designee is responsible for investigating reports of bullying or cyberbullying. The Superintendent shall appoint another individual to conduct the investigation if the Principal is directly involved with the reported incident.
- B. Investigations shall be initiated within five school days of the date that the incident is reported to the Principal or his/her designee, and shall be completed within 10 school days.
- C. If the Principal or his/her designee requires additional time to complete the investigation, the Superintendent or his/her designee may extend the time period for the investigation up to seven school days. Any such extension shall be in writing, and the Superintendent or his/her designee shall provide all parties involved with written notice of the granting of the extension.
- D. The Principal or his/her designee is responsible for determining the scope of the investigation, which may include, but would not be limited to, interviewing the alleged perpetrator, the alleged victim, witnesses, the parents/guardians of the alleged perpetrator and/or the alleged victim, and reviewing relevant educational records of the alleged perpetrator and/or the alleged victim. Interviews shall be conducted privately, although a student may be interviewed

with his/her parents present. If the incident involves allegations of cyberbullying, the Principal or his/her designee may request documentation such as e-mails, instant messages, text messages, and/or web pages.

- E. After investigating, the Principal or his/her designee shall determine whether the report is substantiated for bullying or cyberbullying. The Principal's determinations shall be based on the investigatory findings, and may include, but not limited to, the following
- The description of the incident
 - The frequency of the conduct
 - Whether the conduct is reoccurring
 - Where the alleged conduct occurred (on campus, off campus, in person, through an electronic device, etc.)
 - Whether the conduct physically harmed the alleged victim or damaged the alleged victim's property
 - Whether the conduct caused emotional distress to the alleged victim
 - Whether the conduct adversely affected the alleged victim's educational opportunities
 - Whether the conduct created a hostile educational environment
 - Whether the conduct substantially disrupted the orderly operation of the school
 - Whether the conduct was based on the actual or perceived personal characteristics, behaviors, or beliefs of the alleged victim
 - Whether the conduct was motivated by the alleged victim's association with another person and based on the other person's characteristics, behaviors, or beliefs
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the alleged incident
- G. Upon completion of the investigation, the Principal or his/her designee shall draft a written investigation report. The report must include, at a minimum, a description of the scope of the investigation, the findings, and the actions taken (i.e., the response to remediate, discipline, non-disciplinary interventions, etc.).
- H. Upon completion of the investigation, the Principal or his/her designee shall report all substantiated incidents of bullying or cyberbullying to the Superintendent of his/her designee.

VII – Response to Remediate Substantiated Incidents of Bullying or Cyberbullying

The Principal or his/her designee shall develop a response to remediate any substantiated incident of bullying or cyberbullying. The response should be designed to reduce the risk of future incidents, and where appropriate, to offer assistance to the victim or perpetrator.

In those cases where a perpetrator or victim is identified as a student with an educational disability, the Principal's response to remediate any substantiated incident of bullying or cyberbullying can be implemented immediately and shall be presented to the IEP Team. The IEP Team is permitted to amend or augment the response in a manner necessary to ensure that the perpetrator or victim receives a free, appropriate public education, while still taking appropriate measures to remediate bullying.

Within ten school days of completion of the investigation, the Principal or his/her designee shall provide the parents/guardians of victims and perpetrators with written information about the available remedies and assistance. The notice shall comply with FERPA and other State and Federal laws concerning student privacy.

VIII – Discipline and/or Interventions

If, after investigating pursuant to Section VI of this policy, the Principal or his/her designee concludes that a pupil engaged in bullying or cyberbullying, that student may be subject to appropriate disciplinary action, which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements.

At the discretion of the Principal or his/her designee, students who commit an act of bullying or cyberbullying or falsely accuse another of the same as a means of retaliation or reprisal may, either in addition to discipline or in lieu of discipline, receive non-disciplinary interventions. Interventions are not considered disciplinary in nature. To the greatest extent practicable, parents will be involved in the planning and implementation of non-disciplinary interventions.

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

IX – Prohibition Against Retaliation and False Accusations

All individuals are prohibited from retaliating or making false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying. The Principal or his/her designee shall investigate claims of retaliation or false accusations, and if substantiated, the retaliator and/or the false accuser may be subject to discipline, including but not limited to, suspension or expulsion.

Employees of the Windham School District who are found to have intentionally and falsely accused a student of committing an act of bullying or cyberbullying shall be subject to discipline or other consequences, including, but not limited to, termination, in accordance with applicable law, Windham School District policies, procedures, and collective bargaining agreements. School volunteers who are found to have intentionally and falsely accused a student of committing an act of bullying or cyberbullying shall be subject to consequences, including, but not limited to, being prohibited from participating as a volunteer. Employees of a company under contract with the Windham School District, or a school within the District, who are found to have intentionally and falsely accused a student of committing an act of bullying or cyberbullying shall be subject to discipline or other consequences in accordance with applicable law, including, but not limited to, termination of their contract.

Employees of the Windham School District who are found to have retaliated against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying, shall be subject to discipline or other consequences, including, but not limited to, termination, in accord with applicable law, Windham School District Policies, and collective bargaining agreements. School volunteers who are found to have retaliated against a victim, witness, or anyone else who in good faith provides information about an act of bullying or

cyberbullying shall be subject to consequences including but not limited to, being prohibited from participating as a volunteer. Employees of a company under contract with the Windham School District, or a school within the District who are found to have retaliated against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying shall be subject to discipline or other consequences, including but not limited to termination, in accordance with applicable law, including, but not limited to, termination of their contract.

The Principal or his/her designee is responsible for developing a plan to protect all pupils from retaliation and/or false accusations. Plans may be developed on a case-by-case basis. Plans may include communication with parents/guardians, making adjustments to class schedules, discipline, removal from the school, the creation and implementation of a safety plan, the removal of privileges, or other appropriate responses.

X – Training

The Superintendent shall ensure that school employees, regular school volunteers, and employees under contract with the Windham School District, and/or any of the schools within the Windham School District, who have significant contact with pupils annually receive training on this policy for the purpose of preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

The Windham School District shall provide age-appropriate educational programs for pupils and parents in preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

XI – Notice of Policy

The Superintendent or his/her designee shall provide written notice of this policy to students, parents, legal guardians, school employees, school volunteers, and employees of companies under contract with the Windham School District, or any school within the Windham School District, through appropriate references in the student and employee handbooks, by publishing a copy of this policy on the Windham School District website, by providing companies under contract with the Windham School District, or any school within the Windham School District, with a copy of the policy, by providing training on the policy in accordance with RSA 193-F, or through other reasonable means.

At the commencement of each school year, this policy shall be provided to all students. All students who enroll during the course of the school year shall receive a copy of this policy at the time they enroll.

XII – Report to the Department of Education

The Principal or his/her designee is responsible for reporting substantiated incidents of bullying to the Superintendent or his/her designee.

The Superintendent or his/her designee shall, on an annual basis, report substantiated incidents of bullying and cyberbullying to the Department of Education. The reports shall not contain any personally identifiable information pertaining to any pupil.

XIII – Immediate Intervention and Remediation

Nothing in this policy shall be construed to prohibit the District from taking immediate steps, at its discretion, to resolve and mitigate conflict between students. Such steps may include, but would not be limited to discipline, up to and including suspension or expulsion, as well as non-disciplinary interventions.

Immunity

A school administrative unit employee, District or school employee, or employee of a company under contract with the school district or a school within the District shall be immune from civil liability in accord with State law and regulations.

STUDENT VISITORS, EMERGENCY INFORMATION AND COMMUNICATIONS

SCHOOL VISITORS

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit. All visitors will be asked for identification upon entering the Main Office. Please see below the school district policy concerning visitors for more details.

Adopted 3/2004

Please refer to the WSD Policy, *Visitors to the Schools*, [KI](#)

EMERGENCY INFORMATION

Emergency information must be completed accurately for all students. In case of a child's illness or injury, parents will be called at numbers provided. If a parent cannot be reached, we will call a designated friend or relative. If you have any questions regarding emergency care, please call the school nurse at **603-845-1552, x2810**.

Adopted 2/2/21

Please refer to the WSD Policy, *EBB School Safety*, [EBB](#)

Revised 2/16/21

Please refer to the WSD Policy, *JLIA Supervision of Students*, [JLIA](#)

CUSTODIAL/GUARDIANSHIP INFORMATION

If there are legal guardianship and/or custodial implications of which the school should be made aware, please be sure a copy of the legal document is made available to the school office for your child's protection.

In the event a second mailing is required due to multiple parent addresses, please notify Golden Brook School at the start of each school year. It is the responsibility of the parents to notify the school of any updated plans before school starts and/or during the school year.

SCHOOL CLOSINGS/DELAYED OPENINGS

Please visit our [Facebook](#), [Instagram](#) and [Twitter](#) sites 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 the district calls a delayed opening or school closing.

SCHOOL TO HOME COMMUNICATIONS

SCHOOL MESSENGER NOTIFICATIONS

The Windham School District uses a Rapid Notification Service to enhance parental communication. **Rapid Notification is not only used in emergencies.**

This service will allow us to send a text and/or email message to ALL our students' parents within minutes, if an emergency occurs at a school. The notification service will also assist the schools in reducing the resources needed to pass along key information regarding school events or reminders. The intent of this system is for group notification purposes. Customary and usual procedures for individual parent notification will continue as normal. Notification is sent home at the beginning of the school year detailing this system and requesting your option for text messages.

Types of Messages:

Two types of messages may be sent out through the notification system for the Windham School District:

- Emergency Messages: Emergency and time-sensitive information such as school closures, release due to weather, late buses, etc.
- Informational Messages: Normal communication to inform the community of events, happenings, and news in the Windham School District.

Frequency of Messages:

- **Emergency Messages** are to be sent out whenever necessary.
- **Informational Messages** will be sent out under the following guidelines:

Monthly Newsletters — All school monthly newsletters will be sent out once a month by district office staff

Weekly Updates — All school updates containing upcoming events will be sent out each Friday by district office staff.

GOLDEN BROOK SCHOOL COMMUNICATION

Golden Brook School utilizes the following methods to keep our families notified:

- The Golden Brook School web page <https://gbs.windhamsd.org/>
The monthly newsletter will be emailed to families (see above: Frequency of Messages). ***Printed copies of Monthly newsletters will not be sent home with your child.***
- Go Binders in student backpacks.
- Facebook and Twitter are used to post upcoming events, weekly news and GBS event pictures.
- *The Windham Independent*, our town newspaper, publishes upcoming events, menus, etc. for our school.

GO BINDERS/FOLDERS

In an on-going effort to support and develop executive functioning skills, all students will be provided with a Go Binder/Folder each school year.

It is expected that the parent reviews the contents of the Go Binder/Folder each night with their child.

REPORTING CHILD ABUSE/NEGLECT — MANDATORY

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student Records

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

Requests for inspection of records should be made in writing to the principal, and the principal shall arrange such inspection in a timely manner and under conditions that are reasonable as to time and place for both the requesting party and the school in accordance with district policy.

Single copies of student records will be made available free of charge. Duplicate copies or second copies of original materials shall be made available at nominal cost. Requests for copies of records must be made in writing to the principal and the school shall be accorded reasonable time to produce the requested copies.

Non-Custodial Parents

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

Revised 7/18/2017

Please refer to the WSD Policy, *FERPA*, [JRA](#)

Please refer to the WSD Policy, *Public Access to School District Records*, [EH](#)

Please refer to the WSD Protocol, *Right to Know Request Procedures*, [EH-R](#)

ATTENDANCE

ABSENCES

The Board requires that school-age children enrolled in the District attend school in accordance with all applicable state laws and board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session. The Board recognizes that absences from school may be necessary at times. For that reason, the Board recognizes two types of absences from school: excused and unexcused absences.

Please see WSD School Board policy below (JH) for details concerning absences from school.

ABSENCE NOTIFICATION

In order for the school and parents to know the location of students during the school day, a Student Telephone Safety Program is in effect. **If your child is going to be either late or absent from Golden Brook School, PLEASE call the school absent line.** Parents may also notify Golden Brook School by either sending an email or text message to **gbsattendance@windhamsd.org**. The school's automated system will promptly call any parents that have not notified the school of their child's absence.

Adopted/Revised 3/6/18

Please see below the WSD Policy, *Student Attendance, Absences and Truancy*, JH.

Attendance:

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

The School Board recognizes that absences from school may be necessary at times, but excessive absences that lead to poor academic performance may lead to loss of extracurricular activities and/or academic failure. It is the student's responsibility to make up all schoolwork 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 looking to excuse their child's absence for a reason that is not otherwise allowed by this policy may file a written request with the Principal that specifies why and how long the student has to be out of school. The Principal will decide whether to grant an exception to the Policy and notify the parents/guardians. If the exception is denied, the parents/guardians may request a conference with the Principal to ask the Principal to reconsider his/her decision. The Principal's decision can be appealed to the Superintendent.

TRUANCY

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

TRANSPORTATION

SCHOOL BUS INFORMATION

BUS ROUTES

In mid to late August of each year, the school bus routes for all of our Windham students are printed in our local newspapers. Questions related to bus service may be answered by calling the STA Transportation Coordinator via phone at 603-589-9205 or email at bus@windhamsd.org.

SCHOOL BUS RULES

In order to assure the safety of all children riding our school buses, the Windham School District has adopted the rules stated the the WSD Policy below.

BUS EXPECTATIONS



Be Respectful

- Follow all directions of the bus driver
- Keep hands and feet to yourself
- Use polite language and actions

Be Responsible

- Make sure you have your bus pass when riding another bus
- Pay attention and get off at your stop
- Be on time

Be Safe

- Keep your body out of the aisle
- Use inside voices
- Always stay seated

Adopted/Revised 7/05/05

Please see below the WSD Policy, *Student Conduct on School Buses*, JICC

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

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

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

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

Adopted/Revised 1/23/22

Please see below the WSD Policy, *Student Rules and Conduct on the School Bus*, 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.

Recommended Action: There may be circumstances that could result in immediate suspension from the bus -- such disciplinary action to be at the discretion of the appropriate school administrator.

RSA 189:9 -- Pupils prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

I. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has the right of appeal within ten (10) days of suspension to the authority that suspended this pupil's right.

II. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

Adopted 1/19/21

Please refer to the WSD Policy, *Audio and Video Surveillance of School Buses*, [ECAF](#)

Recommended See also EEA, JICK, JRA

Adopted 10/7/14

Please refer to the WSD Policy, *Student Transportation Services* – [EEA](#)

DROP-OFF/PICK-UP PROCEDURES

General Drop-off Procedures

All students arriving at school will either be via bus or car arrival. All cars **MUST** arrive at the designated car arrival area. **Students may not be dropped off prior to 8:20 am.** **No cars can drop off students in the area designated for bus arrival.**

Any student arriving late, **MUST be accompanied by an adult into the main office and signed in.** At no time can a student be dropped off outside the building after the school day has started and the outside doors have been locked. A responsible adult **MUST** accompany that student into the building.

General Pick-up Procedures

Any student being dismissed prior to regular dismissal **MUST** be dismissed from the office. Parents, guardians, or responsible adults must sign the students out in the office. No one can dismiss students from the classroom, lunchroom, or playground without signing out the student in the office.

PickUp Patrol

PickUp Patrol is an online system used at Golden Brook School to communicate dismissal plan changes to the school. Changes can be entered from a smartphone or computer days, weeks, or months in advance, and at any time up until **2:00 PM** on the day of the change. All parents will receive an email at the beginning of the school year to sign up for an account for their student(s). This eliminates the need to call the office for changes and the home room teacher and the main office are notified of the changes to dismissal plans. The system is internet-based and can be accessed at pickuppatrol.net. At this time, **an app for phones is NOT available**, an internet browser must be used to access the application.

Default dismissal plans will be uploaded to the PickUp Patrol software at the beginning of the school year. If the default plans have changed (i.e. address change, bus change, etc.), please call the office for revisions.

After **2:00 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**.

No student can leave the school grounds without being signed out of school by a responsible adult.

It is the parent/guardian's responsibility to provide the school office the most current, updated custody documents and/or court orders that affect their student's school dismissal restrictions or schedules.

Bus Dismissal

Students taking the bus will be called to a designated area until their bus arrives. Each bus is numbered for easy recognition.

Changing Buses

If a parent/guardian decides an alternate bus needs to bring a student home, the parent/guardian must update the plan in **PickUp Patrol** or send a note to the office, with the specific request. A bus pass will then be issued by the school office. Student bus passes will be delivered to the student before boarding the bus. A bus pass is required even when a child is riding the regularly assigned bus but getting off at a different stop.

Please provide the following information for a bus pass:

- Date
- Your child's name

- Your child's teacher
- Bus number your child is taking
- Destination (i.e. different address, day care center)

If your child will be picked up by someone other than a legal guardian, **a change in PickUp Patrol or letter must be sent to school with your child indicating who will be picking him/her up. That person will need to be prepared to show identification at the time of pick up.**

Parental Notification Requirements

The school ***requires*** a note or adjustment in **PickUp Patrol** from a parent for the following:

- A parent is dismissing their child during the school day,
- A parent is giving another adult, other than a parent, permission to dismiss their child, or pick up via car,
- After-school activity that requires the student to stay at school with another group leader (i.e. Girl Scouts, Destination Imagination, etc.),
- A change of bus on any specific day. A note for each day is required.
- A parent/guardian is picking up a student via car pick up.

Car Drop-off/Pick-up Procedures

Car Drop-Off

- When arriving at car drop off in the morning, please follow the map around the loop to the back of GBS.
- Cars should remain in one line on the left-hand side of the loop road until entering the back GBS driveway. Please form two lines behind GBS after driving through the gate.
- Students must remain in their cars until 8:20 and wait in their cars until a staff member has motioned to you to begin exiting your cars.
- You must wait until you have reached the back of the GBS playground area to be able to drop off. The end of the sidewalk marks the end of the drop off area. Students should remain in their cars until the staff member on duty has motioned for you to begin exiting your cars.
- After all students have safely exited their cars in that round of drop offs, a staff member on duty at the front of the line puts up the slow sign and motions for you to begin driving to exit. The two lanes of traffic will merge into one lane as you exit GBS.
- The car unloading process will continue until 8:35 AM when the back gate will be closed. Students are expected to arrive in their classrooms and be ready for attendance at 8:40 AM.

Car Pick-Up

- When arriving for pick up in the afternoon, **please do not line up before 2:00 PM** and remain in the left-hand lane as you enter the Middle School driveway. Please refrain from blocking the right-hand lanes, as WMS dismissal begins before GBS and this will hold up both of our dismissal processes.
- All parents who are picking up, should ensure they have the student nameplate provided at the start of the school year in their window.
- **Parents should not line up for pickup prior to 2:00 pm** since the gate to the GBS back driveway will open at 2:00 PM. When the gate opens, you are to form two lines.
- Parents should remain by their cars and should not approach the GBS playground gate where students are being dismissed.
- All student names are called over the bullhorn. Students are organized by grade during the dismissal process and are expected to be listening to their name. If your child does not hear their name and is not lined up at the time all students exit the gate, you may be asked to pull into the GBS parking lot to pick

up your child (who will be accompanied by a staff member). Doing so will allow us to keep up the dismissal pace and not hold up the line.

- When all students have been loaded into their cars, the staff member on duty at the front of the line, will allow for one line of cars to exit at a time.

See maps for detailed information: [GBS Drop-off Pick-up Maps](#)

Early Release Day Dismissal

Early release days are listed in the district calendar. Golden Brook students will be dismissed at 12:00 noon.

Revised 11/2020

Please see below the WSD Policy, *Use of Private Vehicles to Transport Students, EEAG*

The Windham School District has certain legal responsibilities to arrange and/or pay for transportation of students in grades 1-8, vocational students being sent to a receiving district, and students with educational disabilities to carry out the provisions of an IEP. It is implied that the transportation be safe.

Windham School Board policy requires that all students transported to and from school sponsored activities must use District provided transportation. In no case may a student, regardless of age, drive to and from field trips, athletic contests, or other school sponsored activities for which transportation is arranged by the school or school organization unless prior authorization is granted by the Superintendent or his/her designee using the Parental Transportation Consent Agreement and/or the Student Self Transportation Consent Agreement (EEAG-R). Any such approval will be on an 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.

HEALTH OFFICE

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

Parents are asked to submit health information via the [Registration Verification](#) System at the beginning of the school year and to update the school nurse of any health updates throughout the school year.

All children must have proof of a physical prior to entering school and an updated immunization record (State Law-RSA141C20).

Pediculosis (head lice), height, weight, vision, and hearing screenings are done on an as-needed basis.

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

[Permission Form for Medications in School](#)

Guidelines for Communicable Diseases

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

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

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

Please Note: Students will not be allowed to stay in for recess or be excused from physical education class without a note from their physician.

PLEASE CALL THE SAFETY LINE TO REPORT YOUR STUDENT'S ABSENCE OR TARDINESS.

Call 603-845-1552, Option 1 or you may send an email to gbsattendance@windhamsd.org

Immunizations

New Hampshire State law requires all children to have a physical examination before entering school. All physicals must be current, and immunizations **MUST** be up-to-date. Please contact the nurse's office for details. Any information made available regarding allergies, physical disabilities, and so forth, would become part of your child's record.

New Hampshire State Law, RSA 141-C:20 requires all students in New Hampshire to be immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, Hepatitis B and Varivax (chicken pox) before enrollment in school.

Acceptable immunization includes:

- Four doses of DTP/DT/DtaP/TD, 4th dose on or after the 4th birthday, or five doses.
- Three doses of Polio Vaccine, with the last dose after the fourth birthday of an all IPV or all OPV schedule; or four doses of any combination of IPV and OPV regardless of age of administration.
- Two doses of measles, mumps, rubella (MMR) on or after 12 months of age.
- Dose 2 at least 28 days after the first dose.
- Three doses of Hepatitis B Dose 1 and 2 separated by at least 28 days. Dose 3 shall be administered on or after age 24 weeks and be separated by a minimum of 16 weeks from the first dose and 8 weeks from the second dose.
- Two (2) doses of varicella or varivax vaccine (chicken pox) given on or after the age of 12 months. Dose two (2) at least 3 months after the first dose.

For all minimum intervals and age requirements, a 4-day grace period is acceptable.

If your child does not have the required vaccines, she/he may be conditionally enrolled, if she/he has received at least one dose of the required vaccines.

This requirement may be waived for medical reasons if evidence is presented from your physician that immunization will be detrimental to his/her health or for religious reasons, if a written notarized statement is presented to the school. If you have any further questions, please feel free to contact us.

Also, please be aware that if your child is sick, it is very important to keep them home. We ask that they stay home for at least 24 hours after having a fever, vomiting, or having been started on antibiotics.

SCHOOL INSURANCE

An insurance package is available 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 to accommodate the student and his/her parents or guardians in acquiring a protection program.

Adopted 10/20/2020

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

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

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

1. Students.

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

2. Employees.

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

Special Circumstances and Conditions.

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

Revised 12/8/2020

Please see below the WSD Policy, *Student Health Services and Requirements*, 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.

- A. General. Each child must have written evidence of a complete physical examination within one year preceding first entry to school.
- Parents of students transferring to the District must present documentation in evidence of the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.
- B. Conditional Enrollment. If an examination required under paragraph A above has not been performed within the preceding year, the school will accept documentation of an appointment for a physical examination within two months of enrollment, or other time deemed appropriate by the Superintendent/designee.
- C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.
- D. Special Examination. Pursuant to RSA 200:34 every child with a presenting problem and whom the school nurse deems to require further evaluation, may be referred by the school nurse with the consent of the principal, to the parents or guardian of their child for examination and evaluation by an appropriate practitioner. If the parents fail or neglect to have their child examined and fail to present the recommendations from an appropriate examiner within a reasonable period after the referral by the school, the child may be examined by a qualified health care provider. In significant cases, the matter may be reported to DCYF pursuant to JLF.
- E. Religious Exemption. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.
- F. Participation on Athletic Teams. Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every 13-months. This requirement does not apply to students participating in intramural athletics.

- A. Immunizations Required. Any child being admitted to the District must present written documentation of meeting current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.
- All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, etc.) that are not administered on the same day must be administered at least 28 days apart.
- B. Conditional Enrollment. A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:
1. Documentation of at least one dose for each required vaccine; AND
 2. The appointment date for the next dose of required but incomplete vaccine.
- The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.
- C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.
- D. Health and Religious Exemptions.
- a. Medical Exemption. A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific immunization referenced in the physician's written statement, and will continue for the greater of one year or the length of time stated in the physician's statement.
 - b. Religious Exemption. In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, and notarized, stating that the child has not been immunized because of religious beliefs.

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

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

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

Revised 2/16/21

Please see below the WSD Policy, Administering Medicines to Students, JLCD

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter ("OTC"), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 ("the school nurse"). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal's designee is permitted to assist students in taking required medications by:

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

Whenever possible, medications should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will be only be administered in school only after receiving and filing in the student's health record the following:
 - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).
 - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).
2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

Exceptions for administration of Over-the-Counter Medication may be made on a case-by-case basis by the school nurse in consultation with parent/guardian, student and nurse in grades 7-12.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal/designee.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students in grades 7-12 may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students in grades 6-12 may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

Revised 10/20/20

Please refer to the WSD Policy, *Emergency Care and First Aid*, [JLCE](#)

Revised 3/3/2020

Please refer to the WSD Policy, *Wellness*, [JLCF](#)

Adopted 9/17/19

Please see below the WSD Policy, *Female Hygiene Products*, [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.

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.

STUDENT CLOTHING

Daily dress for children should be appropriate for the type of classroom activities and weather conditions. Boys and girls are required to wear sneakers (no black soles) during physical education classes. During the winter months, it is a good health habit not to wear boots during the school hours. It is suggested that shoes or sneakers be brought to school so that boots may be taken off. Walking through school in stocking feet is hazardous, unhealthy, and not allowed. Children will go out daily throughout the winter months for recess and Ready-Set-Go and should come to school with warm clothing, including hats, gloves, boots, snow pants, etc.

Please label **all** your child's clothing and belongings, shoes, boots, jackets, backpacks, etc. Remember, many other children wear the same size and brand clothing as your child!

Please pack a complete change of clothing, including socks, in your child's backpack if they get wet.

Specific appropriate dress standards are designed to promote the health and safety of all students. Dress codes ensure that all students will have the right to learn without being offended or distracted in the learning process by the clothing or appearance of others. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, or endangers the health or safety of the student or other students is prohibited. The dress code will be followed at all school functions, unless otherwise specified for special events.

Students have the responsibility to learn and observe the basic standards of appropriate school dress, personal cleanliness, modesty and appropriate grooming.

During the warmer months, shorts may be worn by students. At the point when the weather turns colder, an announcement will be made by administration to discontinue wearing shorts for the winter. Similarly, when spring arrives, at the discretion of the principal, an announcement will be made when it is appropriate to start wearing warm-weather apparel.

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

1. All tops must have straps; all strap styles are allowed
2. Clothing may not be see-through or revealing; thin or see-through materials can only be worn in a non-see-through combination that covers the abdomen, back, chest and sides of the body.
3. The waistband of the pants/shorts must be worn above the buttocks; shorts or hemlines must fully cover the buttocks.
4. Footwear with soles must be worn.
5. Sunglasses and hoods are prohibited in the classroom except in the case that permission has been granted. Head coverings are prohibited in the classroom.
6. Clothing advertising or related to drugs, alcohol, tobacco usage or that creates a hostile education environment (as per RSA 193-f:2) are prohibited.
7. Clothing or accessories that include profanity or sexual innuendo or that promote violence are prohibited.

Students who violate the dress code for the first time will be given a warning with a specific explanation of how their attire violates the dress code. If the attire is such an egregious infraction that it cannot be allowed, the student will be required to change or cover his/her clothing, which may involve parents bringing clothing from home. Subsequent violations may result in more significant consequences.

FOOD ALLERGIES

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

NUTRITION SERVICES

https://www.windhamsd.org/our_district/superintendent_s_office/nutrition_services

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. To access the online payment center, the website is: <https://www.k12paymentcenter.com/>

Cost of student lunches will be available on the nutrition services link on the Windham District website prior to the opening of school.

Parents/Guardians please send payments in an envelope clearly marked with **student's full name and account number**. We will gladly split the amount sent in among different family members if it is indicated on the envelope. **Checks should be made payable to Windham School District**. Students can also make deposits into their account during breakfast or lunch.

The District will allow students to purchase a meal, even if the student's meal account has insufficient funds. The policy applies to all complete meal offerings generally available at the cafeteria during breakfast and lunch.

Nutrition Services will make every effort to inform parents as to the status of the child's account.

Applications for **free or reduced-price meals** are available for any family who wishes to apply. Applications are available online at: [Free and reduced lunch program](#). If your child was enrolled in the program last year, they are entitled to the same benefit for the first 30 school days of the new year; applications must be resubmitted each year. If there is a lapse between the 30-day grace period and the processing of the new application the parent/guardian will be responsible for meal charges during that time.

Students having **special dietary needs** and requiring meal modification must have their physician complete a detailed dietary order. These are available in the nurse's office and at the SAU office.

Menus are posted monthly on our web site. If you have any questions or comments on the Nutrition Services program in your school, please contact the Nutrition Services office at 603-845-1558 x5820

or email at nutrition.services@windhamsd.org.

Nutrislice Menu App

Always be up to date with your student's lunch menu by downloading the app. The mobile app makes our menus more convenient and informative than ever before! Search for "Nutrislice" in your App Store.

[usda-nondiscrimination-statement](#)

Revised 8/15/17

Please refer to the WSD Policy, *Food Service Management*, [EE](#)

Revised 6/4/19

Please see below the WSD Policy, *Availability, Distribution and Education Surrounding Healthy Foods*, [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.

Adopted 6/18/19

Please refer to the WSD Policy, *Meal Charging*, [EFAA](#)

Revised 2/1/22

Please see below the WSD Policy, *Free and Reduced-Price Lunch Policy*, [EFC](#)

In accordance with federal regulations, the District shall make available free or reduced-priced lunches through the School Lunch Program to all children of low economic means and children of families experiencing financial difficulties. Parents who believe their children are eligible may contact the Nutrition Services Director, and a determination will be made relative to their eligibility. Parents may appeal a negative determination to the Superintendent.

Please see below the *USDA Nondiscrimination Statement*

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

CAFETERIA EXPECTATIONS

Be Respectful

- Only eat food on your plate
- Listen to all adults
- Use an inside voice with friends at your table

Be Responsible

- Wait your turn in line
- Clean up your area and pick up trash around you
- Ask permission before leaving the Cafeteria

Be Safe

- Stay in your own space in line
- Walk at all times
- Keep all food off the floor



EXTRACURRICULAR/SPECIAL EVENTS

CLASSROOM PARTIES

Golden Brook School will have planned classroom parties each year. **We request that only parents who have been asked by the classroom teacher to volunteer attend the classroom party.** To attend classroom parties all Volunteer Assurance paperwork must be completed 2 weeks prior to all parties. When entering the building, all visitors will be asked to present a drivers' license for identification, plus must sign-in on the pre-determined volunteer list before proceeding to the classrooms.

STUDENT BIRTHDAYS

Student birthdays are special at GBS! Each morning birthdays are announced over the intercom and during the morning All-School announcements. Students receive a birthday book from the Windham PTA, and classes celebrate with special songs and activities. In consideration of the health and wellness of all students, including those with severe food allergies, we ask that **food NOT be sent in to school for birthdays.** We thank you and appreciate your understanding and cooperation. Please do not send invitations to parties, events, etc. to be distributed in the classrooms.

STUDENT CONFIDENTIALITY

Due to confidentiality, the office cannot provide addresses, telephone numbers, etc. for other students.

IN-SCHOOL PERFORMANCES AND EVENTS

Throughout the school year there are many events that occur during the school day such as concerts and celebrations. Although we understand how exciting it can be for siblings to be at these events, we will not dismiss siblings from their classrooms to attend. Dismissing students from their regularly planed learning can be disruptive to the class, and our space is limited.

FIELD TRIPS

Field trips are for enhancing learning beyond the classroom setting. Each student must have a permission slip signed by a parent/guardian. No student should be permitted to go on a field trip without a permission slip on file. All students are expected to ride the bus on field trips. In extenuating circumstances, if a parent needs to drive **their own child**, they must fill out the field trip parental release, sign it, and return the form to the office prior to the field trip for approval by the building principal.

Chaperones for field trips MUST complete the required Volunteer Assurance paperwork 2 weeks prior to all field trip dates. Fingerprinting must be done for all chaperones.

See link below for the WSD Medical Information Release form for medications administered on field trips:

[WSD Medical Info and Release Form.pdf](#)

The Windham School District recognizes the value of field trips in achieving certain educational objectives and encourages activities of this nature as long as they do not seriously interfere with the educational routine of students who must remain in school.

School transportation vehicles, if available, will be furnished for all trips sponsored by the school. However, all travel is subject to budget limitations and the following guidelines:

1. Appropriate instruction shall precede and follow each field trip.
2. Field trips shall be considered as instruction and shall be planned with definite objectives determined in advance.
3. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.
4. All field trips shall begin and end at school.
5. Written approval of parent or guardian is required for participation of pupils in field trips, which extend beyond the boundaries of the school district.
6. Field trips outside school hours and sponsored by the school shall be approved in advance by the Superintendent of Schools. Pupils must have written approval of parents or guardians.
7. The principal shall approve or disapprove all field trips.
8. All school rules and regulations will apply while students are engaged in activities sponsored by the school.
9. Teachers or other certified personnel of the district will accompany students on field trips and assume full responsibility for their proper conduct.
10. Appropriate supervision shall be provided for all youngsters whose parent do not want their youngsters to participate.
11. Overnight field trips shall have a minimum of one chaperone for every ten youngsters. All arrangements must be approved in advance by the principal and cleared through the central office and the School Board.
12. The Board encourages professionals as chaperones when available.

EDUCATIONAL FIELD TRIP FORM

Complete this form in duplicate and submit both copies to the Superintendent's office two weeks prior to the trip for approval. This applies to all trips whether transportation is used or not. The second copy upon return should be filed with the Principal.

SCHOOL_____TOWN_____

GRADE_____TEACHER IN CHARGE_____

DESTINATION_____

DATE OF TRIP_____TIME_____

ESTIMATED TIME OF RETURN_____

TRANSPORTATION, IF ANY:

BUS_____COMPANY NAME_____

PRIVATE CARS_____DRIVERS_____

CHAPERONES_____

REMARKS_____

PRINCIPAL'S SIGNATURE_____DATE_____

SUPERINTENDENT'S SIGNATURE_____DATE_____

AFTER-SCHOOL ACTIVITIES

After-school activities sponsored by town organizations include scouts, brownies, baseball, softball, basketball, soccer, and others. Information regarding these activities may be found in our local newspapers. Notes must be sent to classroom teachers to give permission for your child to attend after-school activities whether they are school related, such as Destination Imagination, etc. even if the event is held at Golden Brook School. School policy states that your child will be sent home on their regular bus if your child does not have a note to stay for the after-school activity.

STUDENT REGISTRATION/ENROLLMENT

REGISTRATION

Please follow the link to our district registration page for information on registering your student for the current year or upcoming year:

[Preschool and Grades K-4 Registration](#)

Revised 11/6/18

Please refer to the WSD Policy, *Admission of Non-Resident Students (and Tuition)*, [JFAB](#)

Adopted 5/2014

Please see below the WSD Policy, *Admission of Homeless Students*, [JFABD](#)

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

Homeless students are defined as (per NCLB definitions) lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples?

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

TRANSFERS

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

MISCELLANEOUS

LOST & FOUND

There is a Lost and Found area located in the Golden Brook School cafeteria accessible before and after school hours only. If your child has lost an item or an article of clothing, have him/her check this area or come in and check on your own. Please label your student's clothing with their name to avoid misplacement of items. We usually have a large pile of unlabeled clothing that is never claimed. Periodically, unclaimed clothing is sent to a charitable organization.

STUDENT FUNDRAISING

Students can participate in school-sponsored fundraising activities if approved by the superintendent. Please see further details in the policy cited below.

Revised 7/7/05

Please refer to the WSD Policy, *Student Fundraising*, [JJE](#)

TRADING CARDS, ELECTRONIC DEVICES, AND VALUABLE/SPECIAL BELONGINGS

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

Cell phones, cameras, iPods, iPads, iPad Minis, Nintendo DS games, etc. are considered electronic devices for the purpose of inclusive description. As technology is emerging rapidly, even before the current school year will have expired, it is understood new versions and new technology could expand this definition.

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

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

Cell phones are not allowed to be used during the school day unless special permission is granted. If students violate this rule, the device will be confiscated and brought to the office. Students will see the Principal at the end of the day before bringing the device home. If a second offense occurs, the parents will be notified, and they will be asked to come to school to pick up the device.

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

Adopted 3/3/20

Please see below the WSD Policy, *Communication with Personal Electronic Devices*, [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.

Elementary and Intermediate Schools

The use of personal electronic devices by any student in a Preschool – grade 6 school or while attending any school function during the school day is prohibited unless specifically authorized by a school official.

Middle and High Schools

Personal electronic devices may not be used in bathrooms or locker rooms. In general, they will not be used in classrooms during the school day. They can be used in classrooms only at the discretion of the teacher. They may be used only in designated areas at appropriate times.

Student Handbooks shall include the rules for the use of personal electronic equipment based on this policy including designated areas for the middle and high schools.

Use of Recording Devices

Any use of a personal recording device including applications on cellular telephones, and/or other electronic devices to knowingly intercept telecommunication or oral communications will be strictly prohibited on school property. Nonconsensual recording of teacher-classroom discussions, student discussion, and/or personal matters; including releasing student information without consent; is in violation of the Family Educational Rights and Privacy Act (FERPA) as well as NH state law, RSA 570-A. Any person who intercepts this kind of communication without the consent of all parties to the communication could be found guilty of an unlawful act.

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

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

WSD DATA SECURITY AND PRIVACY PLAN

The Windham School District is committed to protecting our students' and staffs' privacy through maintaining strong privacy and security protections. The privacy and security of this information is a significant responsibility, and we value the trust of our students, parents, and staff.

The Windham School District's Data Governance Manual includes information regarding the data governance team, data and information governance, applicable School Board policies, District procedures, as well as applicable appendices and referenced supplemental resources.

This manual outlines how operational and instructional activity shall be carried out to ensure the District's data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it.

The Windham School District's Data Governance Manual shall be a living document. To make the document flexible, details are outlined in the appendices and referenced supplemental resources. This document and any future modifications to this document will be posted on the District's website. To see the full manual, follow the link below:

ANIMALS ON SCHOOL CAMPUS

Please be aware that there is a district policy that prohibits animals from being on our school campus during the instructional day and must be approved by the Superintendent. If you happen to encounter a visitor with an animal, please inform them of our policy, or notify the office so that we can do so.

COMMUNITY INVOLVEMENT

WINDHAM P.T.A.

P.T.A. WEBSITE ADDRESS: <http://www.windhampta.org/>

The P.T.A. is a Parent/Teacher Association, which has been formed for the purpose of increasing and improving communication between home and school. The PTA meets once per month and runs Book Fairs during parent/teacher conferences. Each fall the P.T.A. has its annual membership drive for new members and the election of officers. It is hoped that the parents of all of our students will become members and support our school projects.

PARENT VOLUNTEER PROGRAM

Golden Brook has an unbelievable Volunteer Program with more than 100 volunteers assigned to teachers and specialists throughout the school. Assignments may include work with computers, clerical needs, small reading groups, library, and many more interesting responsibilities. If you have the time to spend with us at school, we have a place for you to work with our students and staff. Our volunteer program usually gets started in September, and information may be received by contacting a PTA Volunteer Coordinator.

See visit our PTA website at: <http://www.windhampta.org/> for the most current PTA officers and Information.

VOLUNTEER ASSURANCE FORM FOR VOLUNTEERS AND CHAPERONES

Volunteers need to complete the Volunteer Assurance Form and be fingerprinted in order to volunteer and/or chaperone students. For more information please follow the link below.

The web site is: https://www.windhamsd.org/resources/parents/volunteer_information

Revised 5/7/19

Please see below the WSD Policy, *Volunteers*, 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.

Revised 5/7/19

Please refer to the WSD Policy, *Background Investigation and Criminal Records Check*, [GBCD](#)

FORMS and MAPS

GBS Student Behavior Referral Form

Trimester: ☐ 1 ☐ 2 ☐ 3

INCIDENT No. _____

Recorded ☐

Golden Brook Elementary School

PBDC Referral Form

Student _____ Date _____ Time _____ Grade _____

Referring Staff _____ Classroom Teacher _____

This Student was not _____ Safe _____ Responsible _____ Respectful

Location: ☐ classroom ☐ cafeteria ☐ bus dismissal area
☐ playground ☐ hallway ☐ bathroom
☐ bus ☐ Other: _____

Problem Behavior

Minor

- | | |
|--|--|
| <input type="checkbox"/> inappropriate verbal language | <input type="checkbox"/> defiance/disrespect/noncompliance |
| <input type="checkbox"/> property misuse | <input type="checkbox"/> inappropriate use of playground equipment |
| <input type="checkbox"/> pushing/pulling | <input type="checkbox"/> inappropriate behavior at bus dismissal |
| <input type="checkbox"/> throwing of an item | <input type="checkbox"/> other: _____ |

☐ administration intervention needed

Major

- | | |
|--|---|
| <input type="checkbox"/> abusive/inappropriate language | <input type="checkbox"/> disruption |
| <input type="checkbox"/> fighting/physical aggression | <input type="checkbox"/> lying/cheating |
| <input type="checkbox"/> defiance/disrespect/noncompliance | <input type="checkbox"/> theft |
| <input type="checkbox"/> harassment/tease | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> property damage | |

Description of Incident: _____

Others involved

- | | | | |
|---|-------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> none | <input type="checkbox"/> peers | <input type="checkbox"/> staff | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> substitute teacher | <input type="checkbox"/> bus driver | <input type="checkbox"/> volunteer | |

CONSEQUENCE

Minor: Think Spot Date (5 minutes) _____

☐ Already Served Think Spot

Major: Administrator Consequence _____

Comments:

All minors are filed with the classroom teacher.

All majors require administrator consequence and parent contact.

Student Behavior Bus Report

Name of Student: _____

Bus Number: _____ **Date:** _____

Person Reporting: _____

The incidents listed below will require the student to sit at the **Outdoor Think Spot**:

1. Pushing/pulling another student
2. Standing on the bus
3. Yelling on the bus
4. Changing seats
5. Throwing of any item, i.e., hats, gloves, toys
6. Taking another child's belongings, i.e., backpacks
7. Disrespectful behavior, i.e., inappropriate language
8. Hanging/Kneeling on seats
9. Other: _____

Comments: _____

The incidents listed below will require the student to be **sent directly to the office**.

1. Fighting
2. Bullying/Teasing (as defined as repeatedly targeting one child).

PICKUP PATROL INSTRUCTIONS



Convenient

Submit changes from your computer or smartphone.



Flexible

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



Better Communication

Tracking of student plans is more accurate and efficient.



Safe & Secure

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



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

REGISTER

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



MAKE A PLAN CHANGE

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

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

AFTER YOU HIT SUBMIT

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

CONFIRM YOUR CHILD'S DEFAULT PLANS

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

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

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

To learn more visit www.pickuppatrol.net



PERMISSION TO PUBLISH FOR STUDENTS

Permission to Publish Student Work

As part of your son's/daughter's educational program, (s)he will have the opportunity to publish documents and participate in projects on the World Wide Web. We think this is an exciting and enriching opportunity for our students. These documents might include:

- A story, article, or poem
- Artwork
- A science or research project
- A photograph from an activity, a sport, or a club
- A collaborative project
- Student's name (Middle and High School only)

We will publish these documents only with your written permission. Please consider the following Windham School District Guidelines:

- Published documents may not include a student's phone number, street address or box number.
- Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in after school activities.
- Documents must conform to Windham School District Policy and established school guidelines.

Additionally, documents to be published on the World Wide Web must be edited and approved by a referring teacher and school principal before publication.

- * Select one ☐ My child has my permission to publish documents on the World Wide Web as described above.
- ☐ My child does not have my permission to publish documents on the World Wide Web as described above.

Student Photo/Video Release

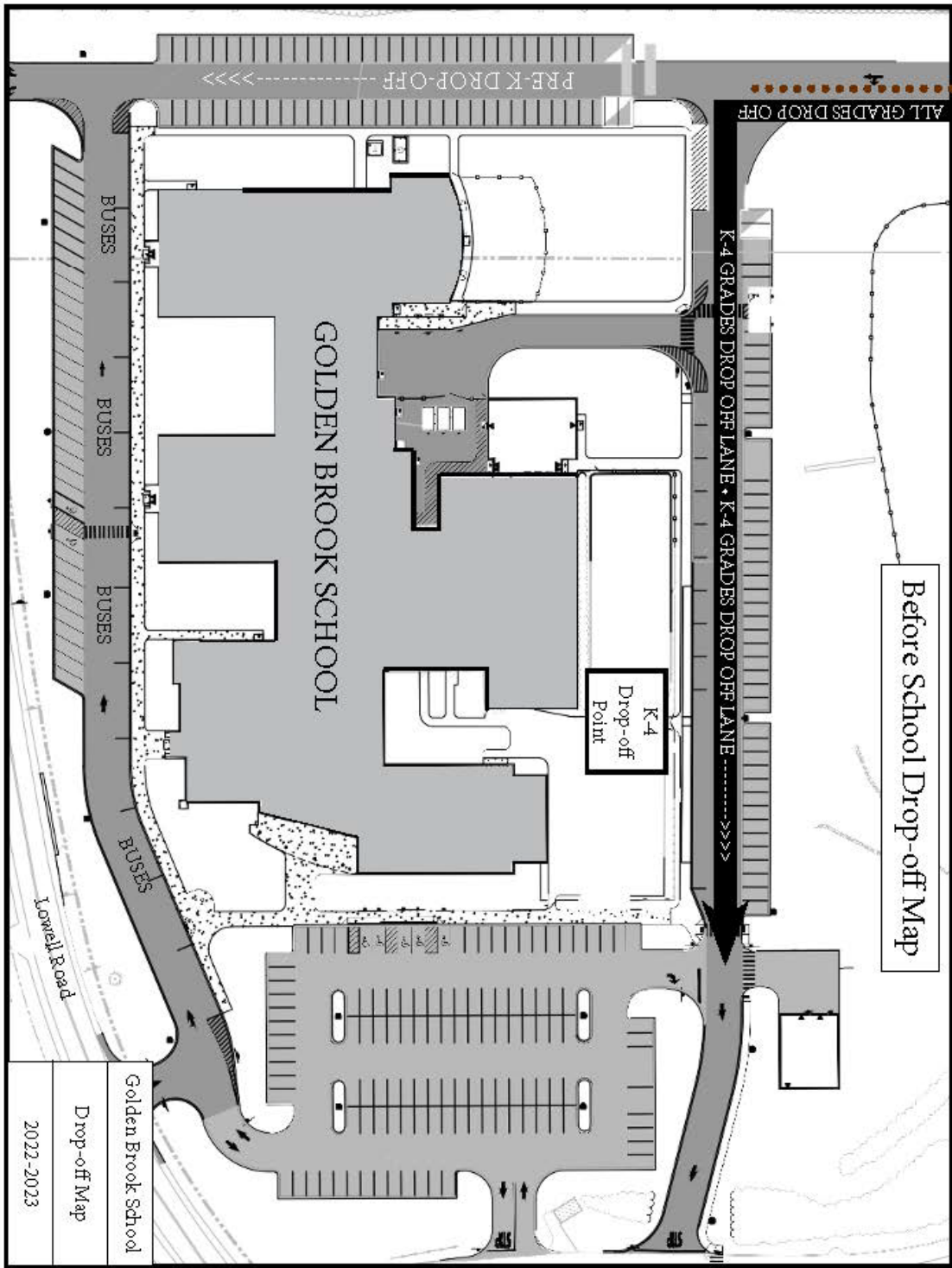
Many school-related activities (e.g., **concerts, field trips, sporting events, and various classroom activities**) are often videotaped/photographed in order to share via social media (e.g., **Twitter, Facebook, and School/District websites**) throughout the schools during the course of the school year. Names are not 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 request that you select one of the choices below. Thank you for your cooperation.

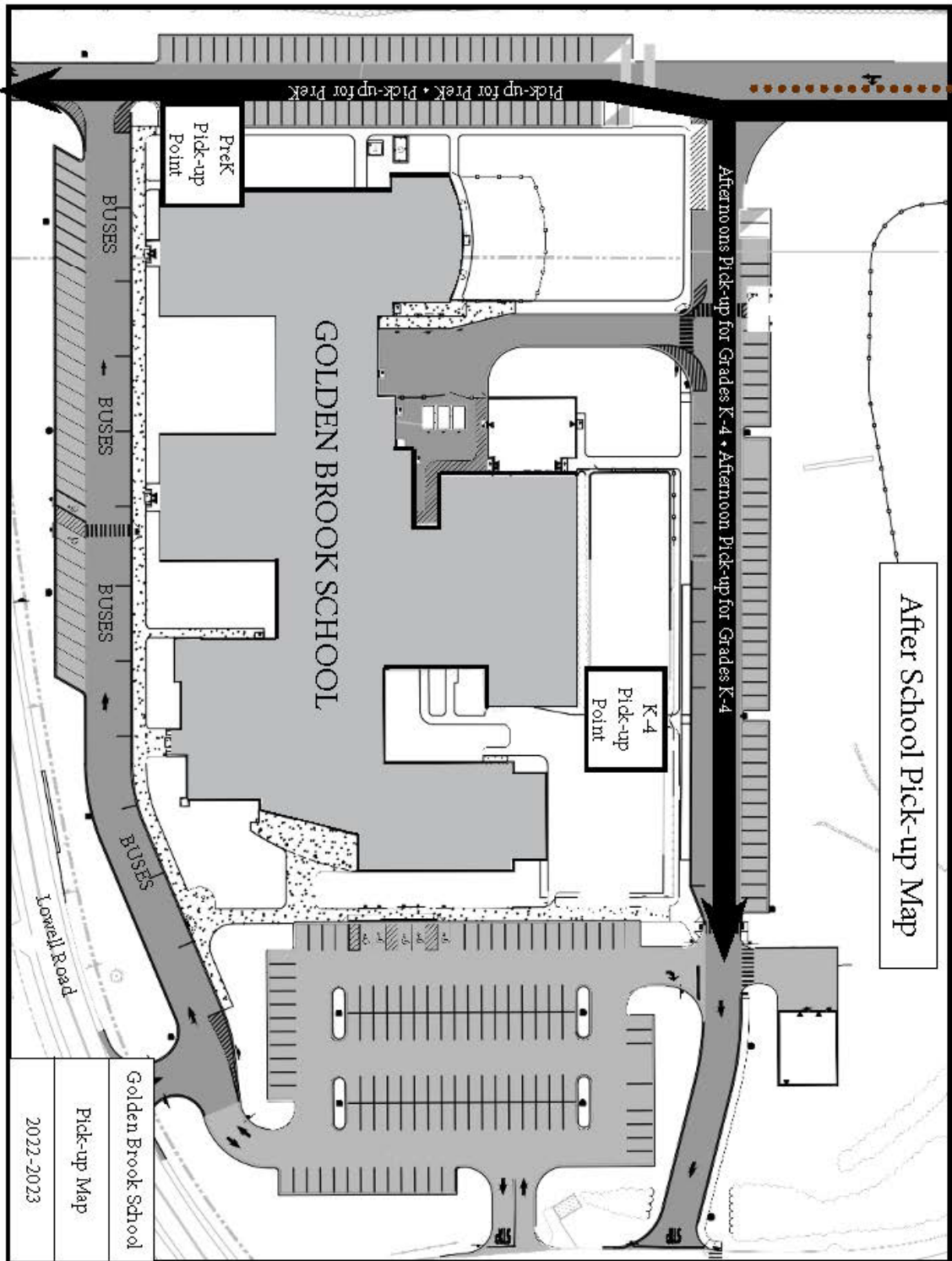
- * Select one ☐ Yes. I hereby do allow my child to be videotaped/photographed during required school related activities. I understand that such productions are being utilized for Windham public access programming and/or related school related purposes and may be shown throughout Windham and/or on other media sources. I also understand that these programs will not be duplicated or sold for profit.
- ☐ No. I DO NOT wish to allow my child to be videotaped/photographed in any required school activity which might be aired publicly.

Parent/Guardian Signature

Date

GBS DROP-OFF AND PICK-UP MAPS





STUDENT TECHNOLOGY CONTRACT



When using my Golden Brook School's Chromebook, iPad, or other electronic device, I agree to follow all guidelines that are listed below:

1. I will respect the device that is issued to me by handling it with care at all times, especially if I am walking with it.
2. I will only use the Internet as directed by my teachers.
3. Any document that I create will be considered my own work and I will be held responsible for its contents.
4. I will alert my teacher if I ever encounter material that is inappropriate or makes me feel uncomfortable.
5. I understand that my Internet activity is monitored to ensure that I am using my electronic device appropriately, and to ensure that others are treating me appropriately.
6. I will never give out personal information about myself, my family, my teacher, or my classmates. This includes personal information such as a name, address, phone number, or social media account.
7. I will never send or post threatening, violent, harassing, or generally inappropriate statements, images, or videos.
8. I will never share my passwords with anyone.
9. I will never use my device to access any website that is related to social media.
10. I will never alter the settings on my device in any way or install, download, or use any software that is not authorized.
11. I will never copy any material directly from the Internet to use as my own work and understand that is considered plagiarism.

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

Date: _____

WSD Medical Information and Release Form

STUDENT INFORMATION

Student's Name:
Last First Middle

Address: DOB: / /

Parent/Guardian(s):

Home Phone: Work/Mobile Phone:

Email Address:

Teacher: Grade:

MEDICAL INFORMATION

Doctor's Name:
Last First

Doctor's Phone:

Health Insurance Company: Policy #

Dental Insurance Company: Policy #

Does your child have a physician-documented allergy? **Yes** **No**

Should the nurse be aware of any medical problems, allergies, or restrictions? **Yes** **No**

Please note:

Is your child currently on Medication at home or school? If yes, please list below.

Does your child have an EpiPen? **Yes No**

May we have permission to give your child Tylenol for pain, headache, or fever? (Note: Parents of Golden Brook students will be called prior to administration of these medications.) **Yes No**

May we have permission to give your child Ibuprofen for pain, headache, or fever? (Note: Parents of Golden Brook students will be called prior to administration of these medications.) **Yes No**

Note: In the event of a medical emergency, and neither you nor your physician can be reached, the school will call an ambulance to transport your child to the nearest hospital.

I have confirmed and/or corrected all the above information concerning my child as of this date.

Signature:

Date: / /

*MEDICATION AUTHORIZATION FORM FOR THE
FIELD TRIP PARENTAL CONSENT AND RELEASE*

(To be filled out if student will/may need any medication while on a field trip.)

I, _____, as the parent or guardian of _____
(STUDENT)

authorize _____ to assume care and responsibility of my child while on the
**(RESPONSIBLE ADULT)*

following school sponsored activity: _____ on _____
(DATE)

In the event that medication is needed, i.e., EpiPen, inhaler, or other prescription medications, the above-mentioned responsible adult has my permission to dispense medication as directed.

(SIGNATURE: PARENT/GUARDIAN)

(DATE)

(SIGNATURE: ADULT ASSUMING RESPONSIBILITY)

(DATE)

**If your student has an EpiPen you must list a responsible adult (staff member) listed on your consent to administer form that will be on the field trip or another parent volunteer you have instructed in EpiPen use that will be responsible for your child.*

WSD POLICY INDEX

Click the policy ID to link to the full version of the policy embedded in the handbook or link directly to the Windham School District website:

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

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EEA	Student Transportation Services	
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EF	Food Service Management	
EFA	Availability, Distribution and Education Surrounding Healthy Foods	54
EFAA	Meal Charging	
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