

STUDENT/PARENT POLICY HANDBOOK

2025-2026

Windham Academy Public Charter School

1 Industrial Drive
Windham, NH 03087
(603) 236-7900

<https://www.windhamacademy.org>



Windham Academy Mission

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

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Vision

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

Non-Discrimination Policy

Windham Academy Public Charter School does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, admissions and employment practices.

Notice of Implied Agreement

The registration of a student at WA is deemed to be an agreement on his or her part, and on the part of the parents or guardians, to comply fully with all policies, rules and regulations of the school. WA reserves the right to revise its policies, rules, and regulations at any time.

Board of Trustees

Windham Academy is governed by a Board of Trustees that has general supervisory control and authority over operations. Trustee selection is based on personal and professional background and a commitment to the school's mission, support, and sustainability. The list of Board members and meeting minutes can be found on the Windham Academy website. The community is encouraged to attend board meetings or committee meetings. Meeting information is listed at www.windhamacademy.org.

2025-2026 Board of Trustees

- **Brandie Shydo – Chair/Parent**
- **Christopher Baker – Vice Chair/Parent**
- **Robert Skowyra – Secretary/Parent**
- **Tony Deluca – Treasurer/Trustee**
- **Shannon Delaney- Parent**
- **Alain Sfier – Trustee**
- **Sean Donahue – Trustee**
- **Vinny DelSignore – Board of Advisors Trustee**

2025-2026 Sub-Committee Chairs

- **Sarah Pomerantz – Fundraising**
- **Elysia Goulet – PTO**
- **Brandie Shydo – Communications**
- **Shannon Delaney – Finance**
- **Alain Sfier – Facilities**

School Contacts

Director of Schools Sara Amacio sara.amacio@windhamacademy.org • Instructional Leader • School Safety • Talent Administrator • Facilities • Admissions • School Culture, Climate & Community • Policy Changes • State Reporting • Family Relations • Board of Trustees Liaison	Director of Student Services Sara Amacio sara.amacio@windhamacademy.org • Special Education Administrator • School Districts Liaison • Student Behavior • Report Cards • Standardized Testing • Paraprofessional Coordinator • School Counseling Program Administrator • Student Discipline	Assistant Director Kendall King kendall.king@windhamacademy.org • Professional Development • Federal Grants Manager • Student Performance Data • Data Analysis & Progress Monitoring • 504 Coordinator • School Tours • Student Behavior
Office Assistant Danielle Goldfarb danielle.goldfarb@windhamacademy.org • School Office Phone/Emails • Absences/Tardies • Student Records • Volunteering • Fingerprinting • Field Trips	Business Manager Karla Hubbard business@windhamacademy.org • Accounts Payable • Online Banking & Deposits • Payroll processing • Staff Benefits • Student Applications • Morning & After-School Billing • Assistant to Director • Business/HR Coordinator • Donation & Fundraising Receipts • Drop off location for fees/payments • School Form Collector & Organizer	School Nurse Deborah Knight-Aylaian, RN debbie.aylaian@windhamacademy.org • Immunization records • Medical 504s and Allergy Plans • Student illness triage • Health and Wellness Curriculum

Windham Academy 2025-2026 Staff

Administration/Teaching Staff:

Title:	Last Name, First Name:	Email Address:
Director of Schools	Amacio, Sara	sara.amacio@windhamacademy.org
Director of Student Services	Amacio, Sara	sara.amacio@windhamacademy.org
Assistant Director of Schools	King, Kendall	kendall.king@windhamacademy.org
Business Manager	Hubbard, Karla	karla.hubbard@windhamacademy.org
Office Assistant	Goldfarb, Danielle	danielle.goldfarb@windhamacademy.org
Grades K-3 Guidance Counselor/SEL	Vangos, Jessica	jessica.vangos@windhamacademy.org
Grades 4-8 Guidance Counselor/SEL	Nippert, Rachel	rachel.nippert@windhamacademy.org
Kindergarten Teacher	Bucciero, Emily	emily.bucciero@windhamacademy.org
Kindergarten Teacher	Wigent, Brielle	brielle.wigent@windhamacademy.org
Kindergarten Teacher	Hewes-Silva, Shannon	shannon.silva@windhamacademy.org
1st Grade Teacher	Koster, Kayla	kayla.koster@windhamacademy.org
1st Grade Teacher	Morneau, Jennifer	jennifer.morneau@windhamacademy.org
1st Grade Teacher	Retelle, Ayla	retelle.ayla@windhamacademy.org
2nd Grade Teacher	Broadhurst, Shannon	shannon.broadhurst@windhamacademy.org
2nd Grade Teacher	Brandon, Kailin	kailin.brandon@windhamacademy.org
3rd Grade Teacher	Merchant, Keri	keri.demarco@windhamacademy.org
3rd Grade Teacher	Crawford, Kiley	kiley.crawford@windhamacademy.org
4th Grade Teacher	Polcari, Anna Grace	anna.polcari@windhamacademy.org
4th Grade Teacher	White, Hallie	hallie.white@windhamacademy.org
5th Grade Teacher	Paradis, Hannah	hannah.paradis@windhamacademy.org
5th Grade Teacher	Cragen, Jake	jake.cragen@windhamacademy.org
5th Grade Teacher	Scopa, Emma	emma.scopa@windhamacademy.org
6th/7th/8th Grade Teacher - ELA	Gomez, Nathalie	nathalie.gomez@windhamacademy.org
6th/7th/8th Grade Teacher - Social Studies	Adams, Theresa	theresa.adams@windhamacademy.org
6th/7th/8th Grade Teacher - Math	Warren, Gavin	gavin.warren@windhamacademy.org
6th/7th/8th Grade Teacher - Science	Putnam, Sarah	sarah.putnam@windhamacademy.org
K-2 Intervention Teacher	Greene, Donna	donna.greene@windhamacademy.org
K-2 Intervention Teacher	Bancroft, Karen	karen.bancroft@windhamacademy.org
3-5 Intervention Teacher	Stewart, Kim	kim.stewart@windhamacademy.org
6-8 Intervention Teacher	Farah, Johni	johni.farah@windhamacademy.org
Art Teacher	Wilcox, Meagan	meagan.wilcox@windhamacademy.org
STEM Teacher	Melia, Katie	kaitlin.melia@windhamacademy.org
Physical Education/Health	Bulkley, Karen	karen.bulkley@windhamacademy.org
Music Teacher	Fohlin, Lauren	lauren.fohlin@windhamacademy.org
IT/Digital Learning Specialist	Murphy, Mike	mike.murphy@windhamacademy.org
ELL	Riddle, Stacie	stacie.riddle@windhamacademy.org
Building Based Substitute	Bolduc, Lindsay	lindsay.bolduc@windhamacademy.org
Facilities Director	Peluso, Joshua	joshua.peluso@windhamacademy.org
Custodian	Carter, Kristy	kristy.carter@windhamacademy.org
Nurse	Knight Aylaian, Deborah	debbie.aylaian@windhamacademy.org
Lunch Monitor	Pomerantz, Sarah	sarah.pomerantz@windhamacademy.org

Paraprofessional Staff:

Jennifer Beasley	Deb Burnett	Jen Robinson
Brittney Bowley	Beth Desmarais	Amanda Saltzman
Danielle Brow	Tessa Jarvis	Karen Sweeney
	Cassandra Lacasse	Kim Warner

School Operation Hours

Main Office Hours	Office staff is available only during these hours	8:00 AM - 4:00 PM
Instructional Hours	Students are expected to be <u>in the classroom</u> and prepared to learn by 8:45 AM	8:45 AM – 2:45 PM
Morning Care Hours	WA Staff Supervision. Students must be signed in by a parent. Available on a drop-in basis.	7:15 AM - 8:15 AM
After School Program	Program run by Windham Academy Staff	3:15 PM-6:00 PM
After School Dismissal	Student Pick-Up and Bus Dismissal	2:45 PM-3:10 PM
Last Dismissal	All students will be dismissed by 3:10 PM (or fees are applied)	3:10 PM
Building Locked	Administration Area Closed 4:00 PM	4:00 PM

Parents of students who are not using Windham School District transportation are responsible for making arrangements for drop-off and pick up in accordance with these times.

School Calendar:

The 2025-2026 school calendar can be found on the school website using the follow link:

<https://www.windhamacademy.net/school-calendar>

Program and Curriculum:

Windham Academy Public Charter School will offer a rigorous preparatory program specializing in combining innovative programming with current research in best practices towards providing well-rounded educational opportunities.

Students will be given a strong foundation in literacy and mathematics along with curricula, which will allow them to explore leadership through the study of civics and history. This will provide them with the tools necessary to fully experience the STREAM program offered by Windham Academy. Essential components of the well-rounded education the Windham Academy will include the incorporation of literature and writing, mathematics and science, geography and world language, health and personal fitness, and music and art exploration into our students' curricular experience. The school will have generalized emphasis on real-world learning, hands-on experiences, project based learning, and student-centered approaches including goal setting and self-assessment.

Communication with WA Faculty and Staff

Please use the WA email for all general inquiries to the school. (office@windhamacademy.org)

If it is necessary to contact someone by phone, please call the main office at 603-236-7900. When reaching out to a specific staff member, please be sure to use their email assigned to Windham Academy.

If you have a question or concern about a class, it is important to first reach out to the classroom teacher who has information and context about their classroom, content and assignments.

Please allow one business day for an email response from faculty and staff.

There is no expectation that faculty and staff will respond to email over the weekend or on school holidays.

Please keep in mind that all communication between WA faculty/staff and WA families should be respectful and professional in content and tone. Contact between students and faculty via social media is not an acceptable form of communication. Acceptable forms of communication include ALMA, Google Classroom, Email, and Bloomz.

Annual Forms:

At the beginning of each academic year, it is important that all families update the school's annual forms **NOW FOUND IN ALMA**. **ALL FAMILIES WHO HAVE A CHILD ATTENDING WINDHAM ACADEMY MUST HAVE AN ALMA ACCOUNT.**

Failure to complete annual forms may result in a student's inability to participate in WA activities.

In these annual forms, parents and students are asked to:

- Confirm the reading of this Parent & Student Handbook, the school bullying policy (within handbook), the Computer and Internet Use Agreement, and Cell phone and Technology Agreement
- Complete and sign the Audio/Visual Release form
- Provide pertinent medical information about the student, including emergency contact information, permission to give over-the-counter medications, and insurance details.
- Complete information sheet for Free & Reduced Lunch status (**THIS IS VERY IMPORTANT TO HELP WINDHAM ACADEMY QUALIFY FOR GRANTS AND EXTRA MONIES AVAILABLE**)
- Complete home-language survey

Any questions about WA's Beginning of Year forms can be directed to office@windhamacademy.org.

Publicity:

Photos, articles, awards, etc. may be posted on the school's website, social media accounts, and/or released to news publications. At the beginning of the school year, parents must sign a release which explicitly informs the school whether or not their child can appear in materials used for publicity.

Busing:

The Windham School District provides busing only for students who are residents of Windham. WA does not have any input to, nor control of the bus schedule and stop locations. If you have any questions regarding bus transportation or routes, please contact First Student Bus.

Contact information: Kristina Greene - email: kristina.greene@firststudentinc.com or phone: 603-377-8878.

Transportation – Windham Residents

Windham Academy students who are residents of Windham and ride the school bus will follow the **Windham School District Bus Policies**. This includes rules for student conduct, safety procedures, and guidelines for audio/video recordings on buses. Families are encouraged to review the following policies carefully to ensure a safe and respectful riding experience:

- [Student Conduct on School Buses \(JICC\)](#)
- [Student Rules and Conduct on the School Bus \(JICC-R\)](#)
- [Recordings on School Buses \(ECAF-R\)](#)

Change of Address/Information:

A parent or guardian must contact the school at office@windhamacademy.org or call 603-236-7900 to report any changes in a student's address or contact information.

FERPA Rights:

In 1974, the Federal Government passed the Family Educational and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student educational records. Without prior written permission, only parents, legal guardians and authorized school staff, who have a legitimate educational purpose, have access to the records of public school students. Under this law and Board policy, parents and legal guardians are entitled to the following rights:

- The right to inspect and review their child's educational records.
- The right to seek to correct parts of this record if they believe it to be inaccurate or misleading.
- The right to limit disclosure of the information contained in the record.
- The right to file a complaint if there is a violation of this law.
- Any request by a parent for a copy of a student record will incur a \$10 fee.

Also, as permitted under the Family Educational and Privacy Act, the following information has been designated by the WA Board of Trustees as "directory information." This permits the WA to use this information without prior written consent if, and only if, it is used to publish school yearbooks, programs for performing groups, and any promotional ceremonies, as well as to publicize the academic awards and honors of individual students:

- The student's name and class (i.e. 3rd, 5th)
- The student's extracurricular activities
- Achievement awards and honors
- The name of the school the student currently attends

*The rights and protections given to parents under [FERPA](#) and this policy transfer to the student when he/she reaches the age of 18 or enrolls in a postsecondary institution.

Mandatory Reporting:

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

Cell Phones, Smart Watches, and Other Personal Electronics:

Cell phones, smart watches, and other electronics are to be turned off and in a child's backpack/locker during the school day. Smart watches serve as a direct connection to a cell phone or even the internet. This is not appropriate for academic learning during the school days, therefore all must be turned off and in a child's backpack. **WINDHAM ACADEMY IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ELECTRONICS.**

1st offense: Teacher confiscates and returns to student at the end of the day - parent is notified

2nd offense: Teacher confiscates and brings to the office for end of day pickup by student - parent is notified

3rd offense: In school detention - parent notified - phone privilege is revoked

All students and families will sign our [cell phone agreement](#) that includes these details.

Lost & Found:

Students should legibly mark belongings, uniform items, calculators, outerwear, lunchboxes, etc., with their full name. Those who find a lost article are requested to bring it to the front office. Smaller items will be kept safely at the front desk. The remainder will be placed on the lost and found racks outside the Multi Purpose Room. Students are urged to check regularly for lost items. Unclaimed articles will be donated to a non-profit organization at the close of each quarter.

Items Lost on School Bus:

Please call First Student Bus at 603-589-9205 to locate a lost item. If the item was left on the bus during the morning commute, the bus driver will keep that item on the bus until the afternoon commute in the hope that the student will be back to retrieve the item. If the item is left on the afternoon commute, that item will be brought to the terminal after the route driver completes all of their scheduled trips.

Transcripts:

An official transcript may be requested by emailing office@windhamacademy.org. Transcript requests will be fulfilled within 10 business days.

Transfer of Students & Records:

WA complies with RSA 193-D:8 and will, upon formal request, furnish a complete school record for a student transferring to a new school system. When WA receives this records request, your student is unenrolled. Your student cannot be enrolled at WA and another NH public school simultaneously.

In compliance with RSA 194-B, students can transfer out of a Public Charter School at any time, and cannot transfer back within the same year without superintendent permission. Students wishing to return to WA must go through the application process. No transfer students will be considered unless enrollment is under the yearly enrollment cap.

Video Surveillance

The WA building and premises are monitored by video surveillance at all times.

Visitors:

All visitors must enter the building only via the main office (**Entrance A**), and must check-in upon arrival. All visitors must have a clear purpose for being in the building and must wear a visitor's badge at all times. Please have your photo ID available upon entry.

Volunteers:

WA recognizes and encourages the involvement of volunteers to advance the school's mission. Examples of volunteer roles at WA include:

- Substitute teachers
- Lunch monitors
- Classroom assistants
- Reading guests

To comply with federal and state laws, and WA policy, all WA volunteers are required to complete a volunteer application form and signature agreement.

Volunteers who will have regular contact with students ("designated volunteers") will be additionally required to have a background and criminal records check at the volunteer's expense.

More information on volunteering at WA available by calling the main office at 603-236-7900.

Volunteering at Windham Academy:

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

Without your caring and willingness to give of your talents and resources, we would not be able to provide many of the services now available to our students. We regret that because of disturbing incidents in schools throughout the United States, it is necessary for us to take precautions in screening our volunteers with a NH/FBI Criminal Record Check (CRC) for specific levels.

Volunteer Background Checks:

Basic Information

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

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

Scheduling Background Checks:

Fingerprinting is done through the DMV at designated areas throughout the State of NH in conjunction with the New Hampshire State Police and FBI. All scheduling occurs online here: <https://services.dos.nh.gov/chri/cpo/>.

Food Allergies in Classrooms/Cafeteria:

Windham Academy does not operate a traditional cafeteria. Instead, students eat lunch in their classrooms. In cases where students have severe or life-threatening food allergies, accommodations will be made in coordination with the school nurse and the student's family.

To support our students' health and safety, Windham Academy maintains strict protocols to minimize the risk of allergen exposure. Classrooms and eating areas are cleaned with eco-friendly sanitizing sprays to reduce potential contamination. During lunch periods, students with severe allergies will be provided with a designated table to ensure a safe eating environment. Sharing of snacks or lunch items is strictly prohibited.

All students will participate in cleaning their spaces of food, trash, and wiping the tables down at the end of lunch.

***Classroom birthday parties are left to the discretion of the teacher. Any snacks/treats arriving at school for celebrations must be STORE PURCHASED and SINGLE SERVING due to possible cross-contamination. Treats will remain in the student's classroom.**

Physical Contact:

Students are expected to be respectful and use good judgment regarding their personal boundaries and actions. Rough physical contact and/or unwanted physical contact are not acceptable, and judgments related to unacceptable behavior shall be made by the administration. Behavioral redirection from faculty or staff will be given to students as needed. For repeat offenses or those that are dangerous and disruptive to others or the learning environment, WA administration will determine consequences appropriate for the violations listed above ranging from loss of privileges, restrictions, to suspension. Windham Academy staff may issue consequences based on the severity of behavior. Parents do not decide on the disciplinary action taken against their child and may not alter or change the decision made by Windham Academy staff.

Public Displays of Affection:

Inappropriate displays of affection are those which make the people around you feel uncomfortable. Students are expected to use good judgment regarding their personal boundaries and actions. Students are also expected to consider the feelings of their peers. Students will be verbally redirected and if the behavior does not stop, other consequences may be assigned.

Rolling Backpacks and Heelys:

In order to ensure student and faculty safety, students are not permitted to use rolling backpacks or suitcases or wear Heelys (or any footwear containing a wheel).

Sexual Harassment:

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. Any student or staff member who believes that he or she has been the victim of sexual harassment should report such incident or incidents to a school staff member. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged harassment and the context in which the alleged incidents occurred will be investigated promptly.

Student Reporting of Incidents:

At Windham Academy, we encourage all students to speak up if they witness or experience bullying or any other inappropriate behavior. Creating a safe and respectful school environment starts with looking out for one another.

Students are encouraged to report concerns to a trusted adult—such as a teacher, counselor, school nurse, or administrator. Reports can be made in person or, if preferred, through a written note or email. If you're not sure who to go to, start with your classroom teacher, and they will help guide you.

All reports will be kept **confidential** to protect the privacy of everyone involved and to prevent any form of retaliation.

Please note: No disciplinary action will be taken against anyone reported unless a **complete and thorough investigation** confirms, beyond a reasonable doubt, that the incident did in fact occur. This ensures fairness for everyone.

Remember: If you see something, say something. Your voice helps keep our school safe.

Theft/Vandalism:

Acts of theft and vandalism will be reported to WA Administration as well as the local authorities. Students who commit acts of theft or vandalism will receive appropriate consequences, and families will be required to pay restitution. Windham Academy staff may issue consequences based on the severity of behavior. Parents do not decide on the disciplinary action taken against their child and may not alter or change the decision made by Windham Academy staff.

Weapons:

Weapons of any type such as, but not limited to, firearms, explosives, knives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are prohibited on school property, on vehicles used for the transportation of students, or at school sponsored off site activities. Students violating this policy will receive school disciplinary action and police will be notified. Suspension and possible expulsion will result in violations of these RSAs/school

rules. Windham Academy staff may issue consequences based on the severity of behavior. Parents do not decide on the disciplinary action taken against their child and may not alter or change the decision made by Windham Academy staff.

Violence or Fighting:

Any acts of violence or physical fighting will not be tolerated. Students engaging in violent behaviors, threats of violence or physical fighting will face disciplinary actions that will include suspension and/or possible expulsion. All cases will also be referred to the proper authorities. (as defined in RSA 193-D Safe School Zones). Windham Academy staff may issue consequences based on the severity of behavior. Parents do not decide on the disciplinary action taken against their child and may not alter or change the decision made by Windham Academy staff.

Academic Guidelines

Admissions:

At Windham Academy, children must be 5 years of age on or before September 30th to enter the full-day Kindergarten program, and 6 years of age on or before September 30th to enter Grade 1. A record of birth and appropriate vaccination or exemption must be presented to the school.

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

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

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

Grades:

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

Grades K-3

*It is important to note that Kindergarten- Grade 3 are created to fit the scope and purpose of the certain “skill” the teacher is focusing on for a particular area of the curriculum and therefore will receive the following numeric “grading” system:

- 4 Exceeds Grade Level Expectations
- 3 Meets Grade Level Expectations
- 2 Partially Meets Grade Level Expectations
- 1 Does Not Meet Grade Level Expectations
- N/I Skill Not Introduced Yet

Work habit scores are given to reflect focus, effort, participation, behavior, and work completion.

- 4: Meets Work Habits Expectations All of the Time
- 3: Meets Work Habits Expectations Most of the Time
- 2: Meets Work Habits Expectations Some of the Time
- 1: Does Not Meet Work Habits Expectations

Grades 4-8

Letter grades are given to reflect mastery and content knowledge.

A+	98-100%
A	93-97%
A-	90%-92%
B+	88%-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73%-77%
C-	70%-72%
D	60%-69%
F	Below 59%

Work habit scores are given to reflect focus, effort, participation, behavior, and work completion.

- 4: Meets Work Habits Expectations All of the Time
- 3: Meets Work Habits Expectations Most of the Time
- 2: Meets Work Habits Expectations Some of the Time
- 1: Does Not Meet Work Habits Expectations

Report Cards:

Kindergarten through 8th grade report cards are issued three times per school year and will all be made available in your ALMA account. The information on the report card includes grades and percentages reflecting student achievement in all subjects as well as an evaluation of the child's behavior. With the addition of ALMA, parents may now monitor their child's progress throughout each term. If at the middle of each term a student in grades 4-8 has an average of under a 70% in any subject area, a parent will be contacted by the child's teacher. For students in grades K-3 parents will be contacted by their child's teacher with any specific concerns.

Homework

At Windham Academy, we believe learning doesn't stop when the school day ends. While we don't assign homework every day or as a school-wide requirement, there are times when teachers may send work home to support what students are learning in class.

When homework is given, it's always with purpose. It might be used to reinforce a particular skill or to complete important work that a student didn't finish during the day. We're mindful of student well-being and family time, so any homework assigned will be manageable and developmentally appropriate.

Teachers aim to:

- Assign homework only when it's meaningful and helpful
- Keep assignments appropriate for the student's age and grade
- Clearly explain what's expected and offer support as needed
- Avoid busywork or assigning homework as a consequence

Families can support learning at home by:

- Encouraging daily reading together or independently
- Reviewing what was learned during the day through conversations
- Creating a calm space for learning and curiosity at home

Students are encouraged to:

- Take responsibility for completing any homework they're given
- Ask their teacher for help if they're unsure or having trouble

Our goal is to make sure that homework, when used, feels supportive—not stressful—and always helps move students forward in their learning journey.

Special Education:

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

Section 504:

A child may be eligible for accommodations under a 504 Plan if he or she has a physical or mental health disability that limits one or more major life functions. A 504 Plan is supported by the Federal Civil Rights law, Section 504 of the Rehabilitation Act of 1973. Section 504 is through regular education NOT special education.

Attendance & Participation

Student Attendance:

We believe that in order to experience all of the educational opportunities that Windham Academy offers, students need to attend school every day. State Law (RSA 193:1) is clear on this point. It is the responsibility of the parents/guardians to see that their child attends school regularly. Our staff is willing to work with families to ensure regular attendance. All students are required to report to school on time at 8:45am for attendance to be taken at 9:00am. According to the state of New Hampshire, ten half days in any given school year is considered “truant” per NH DOE Law.

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

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

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

Daily Attendance:

All absences should be reported to PickUp Patrol before 9:00am.

No student absences will be accepted through email or phone. For the absence to be considered excused, ALL absences must be entered into Pick up Patrol.

Excused Absences:

- Hospitalization /illness (more than three (3) consecutive days requires physician note)- immediate notification of infectious or contagious diseases strongly encouraged
- For absences longer than three days due to illness, a physician's note is required prior to the student returning to school
- Court appearances
- Religious holidays
- School testing
- Bereavement

- Planned absences (school visits, family events/travel, etc.)
- Medical or military appointments
- Other absences approved by the Director

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

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

Appeal Process: Parents/guardians seeking to have their child's absence excused for a reason that is not otherwise allowed by this policy may file a written request with the Director that specifies why and how long the student has to be out of school. The Director 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 Director to ask the Director to reconsider his/her decision. The Director's decision can be appealed to the Board of Trustees.

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

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

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

Per NH State Law RSA 189 revisions: Parents may no longer give permission for a student to be absent from school. WE MUST RECEIVE DOCUMENTATION FROM A PHYSICIAN OR OTHER PROOF OF FAMILY EMERGENCY for a student's absence to change to excused. Windham Academy will promote a tiered process of interventions and appeals for students who are considered "truant" as we want to work together with all families. Please note that 10 half days = truancy under NH State Law.

Tardiness:

At Windham Academy, late arrival of students after 8:40am is of particular concern and poses a disruption to the normal flow of the school day. Students arriving late not only miss important class time, work, and miss morning meetings, but also cause disruption to the class while entering. Except for late buses, any student not present in class by 8:45am is considered late. All students arriving late must report to the office. At this time, the child will be entered in the Windham Academy attendance data program as tardy.

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

Scheduled Vacations:

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

- Teachers will compile a listing of the student's missed assignments while away and give them to the child upon return. Teachers will not provide work to students prior to a vacation. Depending on the length of time of absenteeism, the

student will have a corresponding amount of time to make up this work. This will be arranged with each teacher. After the time set, no credit will be given.

- Teachers will not be expected to reteach the material the child has missed while on an unscheduled vacation. Parents are responsible for helping the children.

Planned Absences:

- All planned absences must be reported to the **Director at least two weeks in advance** and entered into **PickUp Patrol** at the time of the scheduled event.
- **Please note:** If a student is absent for more than **ten (10) consecutive school days** due to a planned event, there is a risk that the student may not be promoted to the next grade level due to insufficient academic instruction.
- In such cases, students will be required to demonstrate that they have met grade-level expectations. This will be determined by a review of their **End-of-Year (EOY) Report Card** and performance on the **EOY i-Ready Diagnostic Assessment**.
- Families are encouraged to carefully consider the academic impact of extended absences and consult with school administration if they have concerns.

Notification of Absence or Tardiness:

Parents/Guardians should report absences to PickUp Patrol with the student's name, teacher, and reason for absence.

Non-participation in School Events Due to Absence:

Students who are absent from school or dismissed due to illness are not permitted to attend school events on the day of the absence or dismissal. This includes after-school activities, clubs, and school sponsored events.

Dismissals:

There are a variety of reasons for which a student might be dismissed prior to the end of the school day. Students may only be dismissed from the main office by the administrative assistant. All Early Dismissals need to be reported through PickUp Patrol.

Early Dismissals:

A parent, guardian, or previously authorized individual must come into the main office to have students dismissed. Parents can authorize another person to pick up their child by emailing office@windhamacademy.org or calling 603-236-7900 prior to the intended dismissal time.

The latest time that any student will be released for an Early Dismissal is 2:15 PM.

Please park in the cul-de-sac if you are dismissing your child between 1pm-2:15 PM. After 2:15 PM, parents must wait until the dismissal time of 2:45 PM before retrieving their child through the regular dismissal process. Parents must park in the appropriate defined lanes, not in the fire lane or spaces adjacent to the building - or on Industrial Drive. No parking in the cul-de-sac is allowed after 2:15 PM.

Illness Dismissals:

If the student needs to leave early due to illness, the student will report to the nurse's office. The nurse will make arrangements for pick up. Students will not use their cell phones to contact their parents about dismissal due to illness without first seeing the school nurse. **Students need to be 24 hours fever/vomit free without medication before they will be allowed to return to school.** In the case that the student must remain out of school the following day due to illness, the parents must report the absence in PickUp Patrol.

Morning Care (Extended Day)

Morning Care is available Monday thru Friday to students in grades K-8. In order for your child to attend Morning Care, we must have a credit or debit card on file and permission granted to charge that month's tuition via ACH on the last first day of every month. Any charges that are declined and/or returned will attempt to process the payment again the following Day. If it declines again, we will contact you directly to set up a means of payment. If payment is not paid within 5 school days your child will not be permitted to attend Morning Care until the balance due is paid in full.

- Morning Care is not available during vacations, holidays, and snow days.
- Time: 7:15 to 8:15 AM.
- Registration preferred

Cost:

Monthly: \$150 for first student, \$80 for each additional child

Yearly Pay in Full Discount: \$1,350 for first student \$720 each additional child

Drop In Cost: \$10 per day for the first student, \$5 a day for each additional student

After School Program

Windham Academy is happy to offer an after-school program right at Windham Academy from 3:15-6:00 PM. every school day. **You must be registered to participate in this program.** Please visit

<https://www.windhamacademy.net/before-after-school>

Sports/Activities Dismissals

Students engaged in sports and other activities outside WA (within their home school district) are allowed to do so. Please be sure to let the main office know of the schedule of necessary dismissal times and proof of participation.

Drop Off/Pickup (Dismissal Procedures)

Morning Drop-Off starts at 8:20am:

Please Note: Buses for Windham Residents will be utilizing the road in front of the school, as well as the cul-de-sac. **There will be no parking except for certain staff** in front of the school on Industrial Drive during this time.

When you come up Industrial Drive, take your first right into the parking lot. Drive the entire length of the parking lot and make a U-turn to your left to "curve" back alongside the building.

Morning Drop Off Begins at 8:20am. If you arrive prior to 8:20, YOUR CHILD MUST REMAIN IN THE CAR UNTIL STAFF ARE PRESENT OUTSIDE. Drop off will take place in a designated zone, directly in front of the school sidewalk. Please DO NOT drop off your child unless you are in the designated area. This is for the safety of both our students and staff.

Parents **must** stay in the vehicle during drop off. Please have your child unbuckled and ready to exit the vehicle on the PASSENGER side. Staff cannot reach into the car to unbuckle or assist with coats, etc.

****Anyone arriving after 8:45 AM must walk their child to the front office to sign them in as tardy.**

Afternoon Dismissal Begins at 2:45pm:

***Numbers 1-100 Parent/Guardian Arrival in Parking Lot:**

By 2:45pm

***101-200 Parent/Guardian Arrival in Parking Lot:**

At 2:55pm

***201+ Parent/Guardian Arrival in Parking Lot:**

At 3:00pm

1. There will be two lanes for cars in our parking lot for afternoon dismissal. When you arrive to Windham Academy, please take the first right into our parking lot if there is space and choose one lane. IT DOES NOT MATTER WHICH LANE YOU ARE IN.
2. The beginning of the pick up line will begin at the exit of the parking lot where the "Stop" Sign is.
3. Please pull up as closely as possible to the car in front of you. Please do not leave a lot of space. PUT YOUR CAR INTO THE PARK POSITION AND REMAIN IN YOUR CAR. If you arrive early in the first group, please turn your car off.
4. If you arrive and the parking lot lanes are full, please remain in line on the right side of Industrial Drive until cars begin moving forward. Please do not block neighbor lot entrances when waiting to enter the WA lot.
5. Students will be located outside in a specific "zone" depending on their grade level and will walk to their car from that zone. When the parking lot is full, students will be released and walk to their cars with the support of several staff members. Parents will remain in the car to expedite the process.
6. Once ALL students are in the cars located in the parking lot, staff will allow cars to exit. PLEASE be patient as cars will not be allowed to move until all students have entered a car.
7. Please continue driving slowly following staff members' directions.
8. Once the parking lot is cleared from the first group of cars, the second group of cars will form two lanes and follow the same procedures above.

****There will be several staff members throughout the parking lot for student safety. Please be sure to follow any directions given by staff members. PLEASE BE PATIENT during this process. It is our goal for dismissal to move as quickly yet as safely as possible. Thank you!!!**

****Your child will receive a card from his/her teacher with his/her assigned PickUp Patrol number and last name on it, PLEASE make sure this card is located on your car's dashboard during all school days at pickup time.**

****There is NO PARKING in the cul-de-sac during afternoon dismissal. Please be patient and follow our procedures above.**

Please Note: Children who are not picked up by 3:15 PM and who are signed-up with the After-School Program will be directed to the after-school program. Other students who have not been picked up by 3:15 PM will be taken to the main office to await their rides.

School Cancellations & Delayed Openings/Early Release

The Director of Schools makes decisions regarding school cancellations or delays, as there are families from many different towns that make up the WA community. WA incorporates Remote Learning days for Middle School Students. Grades K-5 will participate in a traditional snow day.

Middle School Remote Day:

On remote learning days, all middle school students (Grades 6–8) are expected to complete assignments from home. These assignments will be distributed through **Google Classroom**. For students without access to technology, **paper copies** will be made available upon request.

Expectations:

- All remote assignments must be completed and submitted **within three (3) school days** of the remote learning day.

- Failure to complete and submit the required work within the designated timeframe will result in an **unexcused absence** for that day.

Teacher Availability:

Teachers will be available via email from **8:45 AM to 2:45 PM** on remote learning days to provide support, answer questions, and assist with assignments.

Please ensure your child checks their Google Classroom and communicates with their teachers as needed to stay on track during remote learning.

All closings, delays, or early release decisions will be communicated in the following ways, as soon a decision has been made:

- WMUR-TV Channel 9 (also wmur.com)
- Automated text message to families
- A notification will be posted on WA website (www.windhamacademy.org)
- Email to parents
- Posting on the official “Families of Windham Academy” Facebook account

Emergency Early Closure:

If inclement weather or another situation occurring during a school day necessitates an emergency closure of the school, the following actions will occur. Every effort will be made to reach all parents in a timely manner.

- WMUR-TV Channel 9 (also wmur.com)
- A notification will be posted on WA website (www.windhamacademy.org)
- Automated text messages will be sent to all families
- Phone calls will be made to emergency contacts if family members cannot be reached.

WA requests that all students be picked up at the time stated in any emergency early dismissal notice. In a situation warranting an emergency early dismissal, we cannot jeopardize the safety of staff members by asking them to remain in the building. If you are unable to pick-up your child by the stated time, please arrange for someone else to do so and notify the school of the arrangement.

Student Expectations

WA is a community built on kindness and respect. WA sets high expectations for student learning and behavior and is a Responsive Classroom School (<https://www.responsiveclassroom.org>)

Learning and Consequences:

At times, it is necessary and appropriate for WA administration to enforce consequences as a response to a student’s choice, action, and/or behavior. Whenever possible, education and restriction of non-academic community activities are used to help students learn from their mistakes in a safe environment. We understand consequences that enforce rules, while empowering student knowledge, ownership, empathy, and responsibility are more meaningful in their growth and personal development. When a student’s behavior disrupts the learning environment of others in the classroom or the school community, WA faculty and administration may take the following actions as a response to student behavior:

- Faculty Redirection
- Removal from classroom
- Education to promote growth and accountability for words and choices
- Parent Meeting
- Lunch Detention
- Restorative Discipline Practices
- Loss of Privileges/Restriction
- In-School Suspension
- Out-of-School Suspension

Expulsion:

Expulsion is reserved for the most extreme circumstances and is determined by the Board of Trustees after review of the infraction(s) and consultation with the Director and appropriate WA staff. The student will serve out-of-school suspension during the time frame expulsion is under consideration. The student and their parents/guardians will be granted a hearing by the Director and Board of Trustees. If expulsion is determined to be necessary and appropriate, the Board of Trustees (or their designee) shall notify the parents/guardians in writing of the reason(s) for expulsion and shall file a copy of the notification in the student's permanent school record.

Student Behavior Expectations:

In-school Behavior Expectations:

We believe that all WA students have the ability to **SOAR** to new heights.

SHOW RESPECT- TO YOURSELF, OTHERS, AND YOUR SCHOOL
BE KIND AND USE POLITE WORDS. LISTEN WHEN OTHERS ARE SPEAKING.
TAKE CARE OF SCHOOL PROPERTY AND CLEAN UP AFTER YOURSELF.

OWN YOUR ACTIONS-BE HONEST AND ADMIT YOUR MISTAKES.
FOLLOW CLASSROOM AND SCHOOL RULES WITHOUT REMINDERS.
BE ACCOUNTABLE FOR YOUR CHOICES, BOTH POSITIVE AND NEGATIVE.

ACT SAFELY- WALK CALMLY IN THE HALLWAYS AND CLASSROOMS.
KEEP HANDS, FEET, AND OBJECTS TO YOURSELF.
FOLLOW SAFETY PROCEDURES IN CLASSROOMS, PLAYGROUNDS, AND
DURING ARRIVAL/DISMISSAL.

REACH FOR YOUR BEST- ALWAYS GIVE YOUR BEST EFFORT, EVEN WHEN THINGS ARE
DIFFICULT. BE FLEXIBLE AND WILLING TO TRY NEW THINGS.
ENCOURAGE OTHERS AND CELEBRATE EVERYONE'S SUCCESSES.

Learning Environment Expectations:

Respect the learning environment.

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

Safety First.

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

Playground Expectations:

To ensure a safe, respectful, and enjoyable environment for all students, the following playground expectations must be followed during recess and outdoor activities:

Safety First

- Use all equipment properly and safely.
- Climbing is only permitted on designated playground structures.
- Rough play, including wrestling, tackling, pushing, or play fighting, is not allowed.
- Stay within the approved playground boundaries at all times.
- Report any injuries or unsafe behavior to a staff member immediately.

Respect for Others

- Take turns and include others in games and activities.
- Use kind and appropriate language.
- Keep hands and feet to yourself at all times.
- Resolve conflicts peacefully or seek help from a staff member when needed.

Respect for Property

- Use all playground equipment responsibly.
Do not throw rocks, mulch, sticks, or other objects.
- Return any borrowed items (balls, jump ropes, etc.) after use.

Weather Guidelines

- Students are expected to dress appropriately for the weather.
- Recess will be held outdoors unless weather conditions are unsafe (e.g., extreme cold, heavy rain, or thunderstorms).

Students who do not follow playground expectations may lose playground privileges temporarily and may be referred for further disciplinary action depending on the severity or frequency of the behavior.

Academic Integrity:

WA defines **cheating** as:

- Intentionally copying another student’s assignments, test/question answers, or any other class work and presenting it as their own.
- Unauthorized use of any form of a “cheat sheet” during a test or quiz
- Providing a fellow student with advance information about answers to questions for a test or quiz the fellow student has not yet taken.
- Allowing a fellow student to copy their assignments, test/quiz answers, or other assigned work.
- Plagiarism, which is the use of another person’s words or ideas without properly indicating the source or paraphrasing indirectly without citation.
- Use of “homework helper” tools found on-line

Use of Artificial Intelligence (AI) and Academic Integrity

At Windham Academy, we value integrity, personal responsibility, and authentic learning. With the rise of Artificial Intelligence (AI) tools such as ChatGPT, Grammarly, and other generative platforms, it is important that students understand how and when these tools may be used responsibly.

Acceptable Use of AI Tools

- AI may be used **only when permitted by the teacher** for specific assignments or learning activities.
- Students may use AI tools to:
 - Brainstorm ideas
 - Check grammar and spelling
 - Study or review material with teacher approval
 - Support learning under guided supervision

Unacceptable Use / Cheating

Using AI in the following ways is considered **academic dishonesty** and will be treated as a violation of the school’s academic integrity policy:

- Submitting AI-generated work as your own without permission or disclosure
- Using AI to complete assignments, essays, or projects **without teacher approval**
- Copying or paraphrasing AI-generated responses and presenting them as original work
- Using AI to gain unfair advantage on assessments or to bypass learning
- Teachers and administrators will exercise professional judgment when evaluating student work generated with the assistance of AI, using in-class assignments as a benchmark for comparison.

Consequences

Violations involving improper use of AI tools will be addressed as academic misconduct and may result in:

- A zero on the assignment
- Parent notification
- Disciplinary action in accordance with the school’s code of conduct
- A conference with administration, student, and family for repeated offenses

Guiding Principle

If you’re unsure whether you’re allowed to use an AI tool for an assignment, **ask your teacher first**. Our goal is to help students learn how to use technology ethically and effectively—not to discourage exploration, but to ensure honesty and growth.

WA is dedicated to helping students understand the importance of academic integrity; however, if a student fails to adhere to this expectation, academics and/or behavioral consequences will follow.

The minimum consequence for academic dishonesty will be a grade of zero on the assignment.

At the discretion of the staff of WA, the student may redo the assessment for a grade of “F” (50%). Further consequences may be imposed in accordance with the severity of the incident.

Parents will be notified by the school about any incident of academic dishonesty and the consequences.

Personal Items from Home

Windham Academy strongly encourages students to leave all personal, non-essential items at home. This includes—but is not limited to—**toys, trading cards, jewelry, electronic devices, earbuds, games, and other personal belongings**.

Students may bring school-appropriate items only when explicitly requested by a teacher for educational purposes or classroom activities.

Please be advised: Windham Academy is not responsible for any personal items that are lost, damaged, or stolen while on school grounds, on the school bus, or during school-sponsored events and activities. All items brought from home are the sole responsibility of the student and their family.

If any item becomes a distraction to the learning environment, it may be confiscated by staff and held until a parent or guardian is able to retrieve it from the school office.

Students and families are encouraged to carefully consider the necessity of bringing personal belongings to school. Items that interfere with instruction or compromise safety may result in disciplinary action or restrictions on future item use.

Alcohol, Drug and Tobacco Use:

WA has a zero tolerance regarding the use, possession, sale, distribution, or manufacturing of alcohol, drugs or tobacco on school grounds.

Drugs are defined to include, but not limited to:

- Any controlled substance prohibited by law
- Any beverage containing alcohol
- Any prescription or over-the-counter drug, with the exception of those authorized by parents/guardians
- Hallucinogenic substances of any kind
- Inhalants
- Tobacco or vaping products

*WA Administration and/or Board of Trustees will deal directly with students responsible for violating this policy and appropriate disciplinary action will be administered. Student discipline may include suspension and/or expulsion. All cases will also be referred to the proper authorities.

Bullying:

“Bullying” is defined as a 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:

Reference: [Anti-Bullying Alliance](#)

- Physically harms a pupil or damages the pupil’s property
- Causes emotional distress to a pupil
- Interferes with a pupil’s educational opportunities
- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the school.
- (Or any combination of the above)

Bullying shall include 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.

“Cyberbullying” is any conduct that is defined as “bullying” within this policy that is undertaken through the use of electronic devices including, but not limited to, telephones, cellular phones, computers, electronic mail, instant messaging, text messaging, mobile apps, or websites.

WA will not tolerate any form of bullying. The Board of Trustees has outlined the definition of bullying as well as the procedure that is followed by administration for investigations and interventions.

Each year, parents and students will be required to acknowledge that they have read and understand the policy.

WA reserves the right to address bullying and/or cyberbullying, and impose discipline for bullying and/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.

Computer and Internet Use:

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

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

Students are expected to use technology to assist and further their educational experience at WA. Please read the full Acceptable Computer Use Agreement and School Board Policy. Annually, parents will fill out a form acknowledging that they as well as their student(s) have read and understand the agreement.

Windham Academy does not permit computer gaming during class time.
Students are not permitted to play games with violent content while at the school building.

WA Administration will determine consequences appropriate for any violations listed above ranging from loss of privileges/restriction, removal of the device to be picked up by a parent, or further action depending on the seriousness of the behavior and the impact on equipment and/or learning environment of others.

The following are examples of unacceptable computer/internet use:

- Misusing school computers
- Sending or displaying messages or pictures that are offensive or intimidating
- Using another individual's device, passwords, changing school passwords, or attempting to manipulate the operating system
- Tampering with network computer equipment or any school hardware related to the school's computer network
- Accessing or attempting to gain access to unauthorized or blocked files and websites
- Violating copyright laws by unauthorized copying of software, e.g. pirated software
- Streaming or intentionally over-using school bandwidth
- Using the school's network system for personal commercial purposes

Dress Code:

All clothing worn to school should be items that follow the Windham Academy Uniform Policy. Based upon the WA guidelines, judgments related to unacceptable clothing shall be made by the administration, and those judgments are not subject to discussion.

The intent of uniform-dress-code is not to interfere with the free exercise of religion, and Windham Academy shall grant appropriate exceptions to this policy for matters of religious exercise which do not create a risk to public health or safety.

The Windham Academy uniform-dress code is in effect at all times when school is in session (exceptions include Spirit Days, Dress-Down Days, or other days decided upon by WA Administration).

- Clothing must conform to all other Windham Academy guidelines and to state and federal health and safety regulations.
- Per WA Uniform Policy, garment colors allowed are black, white, gray, tan, and burgundy. (No animal prints, flowery-designs, neon clothing to be worn over/under uniforms)
- Comfortable shoes, easy for walking/running, are highly recommended.
 - **For safety reasons, Crocs and similar slip-on shoes are not permitted at school. In past years, these shoes have contributed to multiple student injuries. Students should wear secure, closed-toe shoes appropriate for active play and movement throughout the school day.**
- Acceptable shorts or skirts will be worn above the buttocks; shorts or skirts will fully cover the buttocks.
- The following are prohibited: bare midriffs, visible undergarments, strapless clothing, clothing/accessories displaying or glorifying violence, drugs, alcohol, tobacco, profanity, or sexual content.
- Sunglasses are not to be worn in the school building unless the student has a medical need and documentation.
- All head coverings that cover a student's face are not allowed.
- The outer layer of clothing must have a school logo. Sweaters and light jackets may be worn over school shirts if the school logo is still visible.

1st offense: Verbal Warning

2nd offense: Email or Phone Call to Parents to remind them of policy (create message for teachers)

3rd+ offense: Formal Writeup and Detention

Snacks/Lunch:

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

Lunch time will be held in the students classroom. Children who enjoy warmer food are invited to bring in a thermos from home. **Families will be made aware if there is a student with a food allergy in their child's classroom.**

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

To minimize disruptions and ensure a smooth lunchtime experience for all students, we kindly ask that parents refrain from dropping off outside food during the school day. Frequent food drop-offs can interrupt the flow of lunchtime and create distractions for both students and staff and also impacts our ability to maintain a consistent and orderly lunch period.

Field Trips at Windham Academy

At Windham Academy, we believe that meaningful learning extends beyond the classroom. Field trips provide valuable, real-world experiences that enrich our curriculum and help students connect what they learn in school to the world around them. Each grade level is encouraged to participate in up to **four field trips per year** as part of their overall educational experience.

Overview

Teachers will provide parents/guardians with a permission slip in advance of each trip. This form will include important information such as the trip's educational purpose, destination, transportation arrangements, meal plans, departure and return times, supervision details, cost (if any), safety measures, and a detailed itinerary if the trip extends beyond the regular school day.

Parental/guardian permission is required in writing before a student may attend. The permission form also grants staff authorization to seek emergency medical treatment for the student if necessary.

Student Expectations and Safety

All school rules remain in effect during field trips. Students are expected to demonstrate appropriate behavior, follow adult directions, and contribute to a safe and respectful environment. In rare cases, students who have demonstrated significant difficulty following directions or maintaining safe behavior in school may be excluded from a trip if their participation could pose a risk to themselves or others. In such cases, a parent or guardian may be asked to accompany the student.

Attendance Requirement

In order to attend a field trip, students **must be present at school on the morning of the trip** and be counted in daily attendance. Students **may not be dropped off directly at the field trip location** unless prior arrangements have been approved by school administration.

Parent Involvement

Parents and guardians are encouraged to participate as chaperones. To ensure the safety of all students, any parent who wishes to volunteer on a field trip—or serve as a frequent school volunteer—must complete a criminal background check, in accordance with RSA 189:13-a. Information packets are available in the main office.

Gum Chewing

Because the Windham Academy is a beautiful building, and for health and cleanliness reasons, gum chewing is not allowed during school hours. On testing days, individual teachers will decide if gum chewing is allowed during the testing block. Students found chewing gum will be asked to dispose of it, and repeated violations will result in additional disciplinary actions. Note: This *may* not apply to students who have sensory guidelines in place.

Celebrations

Celebrations, including holidays, throughout the year will occur with an emphasis on traditions of the family and friends of the Windham Academy community. We strive to make our school days productive throughout the year while avoiding any kind of endorsement of a particular religious sect or belief. Windham Academy will also celebrate Constitution Day together as a school community. Respect for the diversity of our community is of the utmost importance. Birthdays and celebrations will be celebrated differently in each classroom.

Outside of School Parties

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

Emergency Procedures and Safety

Emergency Drills:

WA is required to have at least 10 fire/all hazard drills, 2 lock down drills, and active shooter drills per year following New Hampshire state public school safety laws.

When the fire alarm is sounded, students will move quickly and carefully out the nearest lighted exit door in an orderly fashion. Students should remain silent while leaving the building in case instructions need to be issued by school staff. Students will report to the designated areas in the parking lot away from the building, with their classroom teachers and will remain there until given the signal to re-enter the building.

During a lockdown drill, students will follow the instructions from the teacher and the practiced procedures. In the event of an evacuation, students will be taken to an off-site evacuation location. Parents will be informed through phone calls/texts and emails with details about the location and other pertinent information about the emergency procedures in process.

Emergency Forms:

At the beginning of each year, all parents must complete “beginning of year” forms through ALMA. These forms must be completed before a student begins the school year. In the event of an emergency, this information provides the authorization and guidance for proper notification and care. It is important the parents submit updated emergency information in the event of any changes (address, phone, change to insurance carrier, etc.). Changes can be emailed to office@windhamacademy.org

Emergency Medical Procedures

The safety and well-being of our students are of the utmost importance at Windham Academy. In the event of a medical emergency—whether due to sudden illness or injury—staff will act quickly and appropriately to ensure that students receive timely care.

In the Event of an Emergency:

- If a student becomes ill or injured, a staff member (e.g., teacher, office personnel, or support staff) must be notified immediately.
- The school administration and/or the school nurse will be alerted, and appropriate emergency procedures will be followed.
- If necessary, emergency services (911) will be contacted without delay.
- Parents or guardians will be notified as soon as possible using the contact information provided in the student’s emergency records.

Student Expectations:

- Students who are feeling sick or are injured should report to a staff member right away.
- Students should **not** use personal cell phones to contact parents directly. Instead, they must request permission to visit the school nurse.
- The nurse will assess the situation and determine whether the student needs to go home, rest, or receive further medical care.
- The nurse or other authorized school personnel will make the official call to parents/guardians if a student needs to be picked up or further evaluated.

Parental Responsibility:

- It is essential that all contact information, emergency contacts, and medical information in the school’s records be kept up to date.

Parents/guardians are asked to notify the school office promptly if any changes occur in phone numbers, emergency contacts, or medical conditions.

Immunizations:

As per state law, all students must have updated immunizations documented with the school nurse's office in order to attend school. This does not apply to students with medical exemptions/religious exemption. Per NH DOE Law, students entering Grade 7 must have proof of the Tdap vaccine.

Nursing Services:

Windham Academy has a full-time nurse in the school building, who works from 8:15am to 3:15pm. Any student who is ill should request permission from his/her teacher prior to reporting to the nurse, or in a nurse's absence, the WA Assistant Director (or designee). Exceptions to this policy should be made in the event of an emergency.

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

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

Medications:

All medication should be delivered to the school nurse by the parent/guardian. **All prescription medication must be delivered and contained in its original pharmacy container.** The medications are to be kept in a locked cabinet or locked refrigerator. No more than a 30-day supply will be kept and maintained by the school. Parents/guardians will be contacted 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, it will be disposed of and recorded as such in the student's health record file.

Parents may also give the school written permission to allow their child to take over-the-counter medications such as ibuprofen (Advil) or acetaminophen (Tylenol). In these cases, the student would be allowed to receive such medications from the school nurse if the need should arise.

Students shall not share any prescription or over-the-counter medication with another student. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

First Aid

If a student hurts themselves, band aids and other first aid remedies will be made available to the student. Depending on the severity of the problem, the student may go back to class, have a staff member contact their parent or guardian, or be taken to the nearest hospital via ambulance.

Student Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. The Windham Academy Director and staff will work together to develop and implement appropriate procedures to address student allergies. While our school cannot provide a total allergen-free environment, we will work collaboratively with staff, students, and their parents/ guardians to minimize the risk of severe allergic reactions at school.

Family's Responsibility:

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

School's Responsibility:

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

Student's Responsibility:

- Do not share food with others, and if there is food offered, always remember: "When not sure, ask."
- Do not eat anything with unknown ingredients or known to contain allergens.
- Notify an adult immediately if they eat something they believe may contain the food they are allergic to.

Illness:

When children show signs of illness, such as sore throat, fever, rashes, coughing or runny nose, it is advisable to keep them home. This guideline serves as a protection for all students. All communicable diseases afflicting students should be reported to the school nurse. **Any student with a communicable disease requiring antibiotic treatment must remain out of school for 24 hours after starting therapy.** Windham Academy will continue to follow the guidelines recommended by the CDC in reference to Covid-19.

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

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue. S. W.
Washington, D.C. 20202-4605

*All FERPA information was obtained directly from <http://www.ed.gov/offices/OM/ferpa.html>

Please complete the following [google form](#) to acknowledge the receipt and review of this handbook

***Please never hesitate to contact the school with any questions, comments or concerns you may have. Please always begin with your child's teacher first. Cheers to the 2025-2026 School Year!**