

# **WINDHAM PRIMARY SCHOOL**

## **Student Handbook K-3**

**2017 - 2018**

### **PRIMARY RULES**

**SAFE**

**BE RESPECTFUL**

**RESPONSIBLE**

Dear Parents and Guardians,

Welcome to the 2017-2018 school year.

We hope that the material contained in this handbook will provide you with information about our school's philosophy, programs, expectations, and services. Should you have questions, please don't hesitate to contact our office.

We thank you for the support you have provided us in our determination to provide your child with the most appropriate educational experiences possible. We welcome you to visit us and to become involved in our school. There are many ways you can be involved such as volunteering, attending evening events, and parent - teacher conferences.

The safety and care of your children is our first priority. We want to ensure that your children are comfortable so we can provide them with an education that meets their individual and unique needs.

We're going to have a terrific year!

Sincerely,

Kyle Rhoads  
Principal K-3  
Windham Primary School

Our primary rules are:

BE SAFE  
RESPECTFUL  
RESPONSIBLE

## **MISSION**

The mission of the WindhamRaymond School District is to ensure *success for all* learners.

## **VISION**

Every student in our WindhamRaymond schools is actively engaged in authentic, individualized, and personally relevant learning, designed and supported by highly effective, qualified, and passionate staff, in a safe learning environment. Students explain why their learning is important, and they are competent in articulating their own progress as they reach ambitious individual goals. Students learn in technology-rich environments, no longer defined by traditional boundaries, engaging with the local and global communities. They are effective stewards of natural and human resources. Every student leaves our schools as a responsible and involved citizen; a collaborative and quality worker, a clear and effective communicator, a creative and practical problem solver, an integrative and informed thinker, and a self-directed and lifelong learner.

## **DISCLAIMER**

*Note to students and parents: Students and parents are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of RSU 14. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. The Windham School Department reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents and the WindhamRaymond School Department, to the extent permissible by law, expressly disclaims any liability which might otherwise be incurred.*

## **NON-DISCRIMINATION STATEMENT**

*RSU 14 is committed to the concept and implementation of equal educational opportunities, as required by federal and state laws, for all students, regardless of race, color, sex, religion, ancestry, national origin, disability or sexual orientation. Student or parents should direct any questions or concerns to Donn Davis, Assistant Superintendent, WindhamRaymond School Department, 228 Windham Center Road, Windham, ME 04062; 892-1840. [ddavis@rsu14.org](mailto:ddavis@rsu14.org)*

## PRIMARY SCHOOL GENERAL INFORMATION

WPS # 892-1840

Fax # 892-1851

### SESSION TIMES

	Mon, Tues, Thurs, Fri	8:20 – 2:45 p.m.
	Wed.	8:20 -12:45 p.m.
Office Hours	Monday-Friday	7:30 – 4:00 p.m.

### EMERGENCY FORMS

It is important that all emergency forms be filled out and returned to school. Please notify the office of any change as soon as possible. **It is vital that emergency forms have current phone numbers.** Children will be allowed to leave school with only people whose names are on these forms. A driver's license or another form of picture ID will be needed to be shown when dismissing a child. A note is necessary if someone else is picking up your child.

### CONSISTENT BUS STOPS

Children must have consistent bus stops. **ANY** change in bussing **MUST** be made through the garage (892-1809).

### DROP OFF / PICK UP

Students are not to be dropped off at the Primary School before 8:00A.M. If students arrive before this time it will be the parent/guardian responsibility to wait with the child in the main lobby until 8:00a.m. Students who do not come to school by 8:20A.M. **MUST** be signed in at the office. Students who do not go home from school on the bus **MUST** be signed out by reporting to the café. Students need to have a note from parent to bring to the café at dismissal if it is not their normal procedure to be picked up. Please bring a photo ID when signing out. You can follow up with an email to our dismissal team by emailing Tammy Webster and Kelly Rich. Emails: [twebster@rsu14.org](mailto:twebster@rsu14.org) and [krich@rsu14.org](mailto:krich@rsu14.org)

### OUTSIDE RECESS

Students have daily recess periods (weather permitting). It is expected that if students are in school, they are able to participate in all activities, including recess. **A note from a physician will be required if a student must stay inside.**

### LOST AND FOUND

Please label ALL student belongings. There is a Lost and Found area in the main lobby. Lost and found will periodically be donated to a local clothes closet.

## **EAGLE NEWS / SCHOOL - HOME COMMUNICATION**

School -Home Communication will go home on the last school day of the week. Families can expect a folder that contains, work, newsletters, notices, etc. the week. **Please remove and read the contents and return the next school day.** All school staff can be contacted by e-mail (first initial, last name @rsu14.org).

Ex: [krhoads@rsu14.org](mailto:krhoads@rsu14.org) Our website is another source of timely information. You can also subscribe to our list serv by following the directions on our home page of the website. You can access Eagle News information on the primary school website.

[http://www.windham.k12.me.us/wsd\\_primary/newsletters/index.cfm](http://www.windham.k12.me.us/wsd_primary/newsletters/index.cfm)

## **CHILDWATCH**

If your child is not going to be in school, you **MUST** notify the office (892-1840 ext. 1) with the date(s) or email the office: [wpsabsent@rsu14.org](mailto:wpsabsent@rsu14.org)

## **ABSENCE PROCEDURE**

When a student is absent from school, a note from the parents giving the reason for this absence shall be required when he/she returns.

When students are absent from school and the teacher does not know the reason for this absence, a telephone call to the home shall be made to determine cause of absence. This call is done to insure the safety of the student. Parents shall be encouraged to either call the school or email the office explaining the absences of students. Principals shall be free to set up their own administrative procedures for carrying out the intent of this regulation.

Absences due to family plans such as trips, vacations, especially those of a special or unusual nature, may be approved by principals when permission is requested in advance and provisions made for make-up. Please call 892-1840 ext. 1 or email: [wpsabsent@rsu14.org](mailto:wpsabsent@rsu14.org).

## **SAFETY AND EMERGENCY DRILLS**

Throughout the school year we will conduct at least ten outside and four inside safety drills. During these drills students practice leaving the building in a quick, orderly manner. During inside safety drills, students and staff practice finding safe places within the building should a lockdown become necessary. When drills happen at our school, we refer to them as lockdown drills or outside fire safety drills. If you are in the building or approaching it in a vehicle, please follow the procedures that accompany the drill.

### **Outside Fire Safety Drill Procedure - All teachers will:**

1. Establish a route for building evacuation.
2. Discuss the plan with students.
3. Post the route at the classroom exit door.
4. Practice the plan and alternate routes with class.
5. Students and staff will stay quiet and still until directed by branch manager to re-enter the school.

## **SCHOOL WIDE BEHAVIOR SUPPORTS**

Our school is always looking at the unique needs of our building and working to find successful ways to encourage children to make safe, respectful and responsible choices across all school settings. We utilize Responsive Classroom practices, PBIS approaches as well as methods of classroom behavior management from a school-wide conference in October 2012 from Kathryn Philips.

Our school will use three expectations with students in all settings; busses, classrooms, halls, playground, bathrooms and lunch. The Primary Rules are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Students help to define what these expectations look like in the various settings and then practice the appropriate procedures with staff in each area. We will then be able to support students as they make connections to the common expectations and learn to model appropriate behaviors and take responsibility for their choices in meaningful ways.

We also utilize a 5,5,5 approach to behavior management from Kathryn Phillips. This is a common set of expectations, acknowledgements and consequences. Each PLC uses the three common rules designated then they can come up with the additional 2-3 to meet their learning communities needs.

The acknowledgements also vary per classroom. The consequences should be the same hierarchy wherever the kids go. Minor changes can be made, but there still should be the 5. Below is communication that Kathryn had with us. The italics are in response to her suggestions:

*Below is an email that was sent from Kathryn following up on the workshop and phone conference. I've included some notes that further explain the approach that our PBIS team is taking in trying to establish these school-wide expectations and how they further the work presented by Kathryn.*

The five five five format for establishing school-wide plans are usually somewhat consistent. The first three rules are generally the same:

1. Follow directions
2. Keep hands feet and objects to yourself
3. Use respectful language and actions

*These are the three rules that the PBIS team created based on the knowledge of what teachers already expected in their classrooms.*

1. *Stay in your personal space*

**2. Listen and follow directions the first time.**

**3. Help and care for others.**

*(These numbers do change based on where they are on your list.)*

Rules number 4 and 5 are often times unique to the setting - for instance:

Playground

4. Use the equipment properly

5. Everyone plays

Cafeteria

4. No sharing of food

5. Stay seated until excused

***We are working at enhancing our behavior matrix and creating a set of rules, positives, and consequences for these locations.***

In classrooms the same holds fairly true - the first three rules are pretty consistent, while four and five can be developed by the students/teachers in the class.

***The first three rules are consistent and the fourth and fifth rule is developed by your class in the language of your students.***

I don't think the teachers need to have EXACTLY the same five-five-five. The rules are pretty consistent, but the positive are almost always different (creative use of incentives as per the teacher's system) and the hierarchy of consequences can be different. What remains the same is the formula of 5-5-5. There should be five consequences in a hierarchy with a warning as the first one and the last one an office referral. What goes into the hierarchy may differ for each teacher as long as the consequences are reasonable.

The hierarchy school-wide should be the same and the positive are usually consistent as well.

***The positives will be different from class to class. For example, I may give stickers when the teacher next door to me gives "Gotcha Cards". Those are totally up to you. The consequences are also a suggested hierarchy. We did say that you know your students and what's best for them. For example, because of the way my class schedule is set up I have had to switch buddy class and loss of recess time to accommodate my kid's needs. I still start with a "warning" and end with an "office referral".***

I think teachers should have the creative power to make their classroom systems work for them. Kids do learn pretty quickly if things are not exactly the same, and to modify their behaviors. If the formula is consistent and used, you should be fine.

***We understand that Kathryn comes from a school that kids may not switch so many teachers. This is why we suggested (but didn't mandate) that you consider aligning some of this with***

*your PLC. For example: one PLC has come up with a common positive to acknowledge the kids behavior that then can be “redeemed” for what their class uses day to day. The kids get “stars” but turn them in for punches, stickers, cubes or whatever their classroom has established.*

*We too hope this helps clarify Kathryn’s beliefs and how we are trying to align our school to match her suggested formula.*

Here is the 5,5,5 template to use as a guide when setting up your classroom expectations. If you have any questions please see Diana Jordan or Rebecca Miller.

**Help Keep Our School A Safe Place to Learn By Being RESPECTFUL, RESPONSIBLE, and SAFE**

**Expectations (Rules):**

**SAFE**

1. Stay in your own personal space.

**BE RESPONSIBLE**

2. Listen and follow directions the first time.

**BE RESPECTFUL**

3. Help and care for others.

**Positives (Encouragement):**

1. Verbal praise
- 2.
- 3.
- 4.
5. 3-B Student

**Consequences (Enforcement):**

\*Consequences may be modified to meet individual student need.

1. Reminder
2. Take a Break to Stop and Think
3. Buddy Class Break
4. Loss of some recess to process.
5. Behavior Referral Form/Parent Contact.

An immediate office referral/detention will occur for the following: fighting, overt defiance (stopping the class from functioning), and bullying. An office referral will also be made after a pattern in rule breaking and an individual plan will be made.



	Hallway	Playground	Cafeteria	Bus	Classroom	Bathroom
Safe	<ul style="list-style-type: none"> <li>▪ Walk</li> <li>▪ Stay in your line</li> <li>▪ Keep your backpack zipped and on your back</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use equipment appropriately</li> <li>▪ Stay within boundaries</li> <li>▪ Use your body appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eat and touch your own food</li> <li>▪ Have a calm body and stay in your own personal space</li> <li>▪ Walk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Back to back</li> <li>▪ Seat to seat</li> <li>▪ Backpack in lap</li> <li>▪ Feet on floor</li> <li>▪ Keep aisles clear</li> <li>▪ Stay in your own personal pace</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay in your personal space</li> <li>▪ Walk</li> <li>▪ Use materials or equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay in your own personal space</li> <li>▪ Walk</li> <li>▪ One person per stall</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>▪ Go directly to where you need to be</li> <li>▪ Listen and follow directions</li> <li>▪ Stay to the right on the stairs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dress appropriately for the weather</li> <li>▪ Be a problem solver or ask for help if you need it</li> <li>▪ Line up when the signal is given and use a voice level 0</li> <li>▪ Listen and follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be a problem solver</li> <li>▪ Clean up your space</li> <li>▪ Seat on seat until you are dismissed</li> <li>▪ Listen and follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Listen and follow directions the first time (the bus driver is in charge)</li> <li>▪ Be a problem solver</li> <li>▪ Keep the bus clean and be responsible for your own belongs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be on time and ready to learn</li> <li>▪ Listen and follow directions the first time</li> <li>▪ Do quality work</li> <li>▪ Be a problem solver</li> <li>▪ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flush once</li> <li>▪ Wash hands and turn off the water</li> <li>▪ Water stays in the sink</li> <li>▪ Throw trash away</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>▪ Enjoy the artwork; look with your eyes only</li> <li>▪ Stay in your personal space</li> <li>▪ Voice level 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use kind language</li> <li>▪ Take turns</li> <li>▪ Respect nature</li> <li>▪ Follow game rules and be a good sport</li> <li>▪ Help and care for others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Help and care for others</li> <li>▪ Use good manners</li> <li>▪ Raise your hand if you need an adult's help</li> <li>▪ Wait patiently and quietly in line</li> <li>▪ Voice level 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>▪ Help and care for others</li> <li>▪ Use kind language</li> <li>▪ Voice level 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>• Work cooperatively</li> <li>• Listen carefully while others speak</li> <li>• Help and care for others</li> <li>• Voice level 0, 1 or 2</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other's privacy</li> <li>• Do your business and leave</li> <li>• Keep bathroom clean</li> <li>• Voice level 0 or 1</li> </ul>

<b>Location</b>		<b>Examples</b>	<b>Follow-Up</b>	
	<b>Refer to SWIS office Referral definitions.</b>		<b>Who</b>	<b>What</b>
<b>Bus</b>		defiance, disrespect, abusive language Aggression: Red from behavior chart	Bus Driver House Leader	Bus incident form completed by Mike Kelley and sent to team leader via email. House Leader processes with student and contacts parents.
<b>Lunch/Recess</b>	Minor		Monitors Behavior Specialist	Monitors complete form and process with student. Monitors communicate with team leaders when detention is warranted. Behavior Specialist problem solves patterns of minor behaviors on playground and/or cafeteria.
	Major		Monitors Behavior Specialist	Monitors report behaviors and complete form. Behavior Specialist processes behaviors.
<b>Classroom/ teacher supervised activities.</b>	Minor		Teacher PLC Team	Teacher completes form and processes with student.
	Major		Teacher House Leaders	Teacher completes form Teacher makes initial contact with parent via phone. Follow-up communication by House Leader as needed. House Leaders Process with student.
<b>Specials</b>	Minor		Specialist Teacher	Specialist teacher completes form and communicates with teacher.
	Major		Specialist House Leaders	Specialist teacher completes form Specialist teacher communicates with parents via phone. Follow Up communication with parent as needed by House Leader. House Leaders process behaviors.
<b>Hallways</b>	Individual Student		Staff	The staff who witnesses the behavior completes form. Behavior is processed by team leader as warranted.
	With classroom		Follow protocol for classroom behaviors.	
<b>Response Situations</b>	Follow Response Protocol			

## **BEHAVIOR REPORT PROCEDURE**

Child takes behavior report home to be signed and brought back to classroom teacher. Any type of weapon / tool (toy or real) is prohibited from school. **The use of electronic devices such as cellular phones, handheld video games, and MP3 players during school hours is prohibited. The Primary School highly encourages families to have students leave electronic devices at home. If students are seen with devices such as a cellular phone or DS, they will be asked to place it in their backpacks. If students are using electronic devices during class, they may have the devices confiscated by a teacher.**

## **SCHOOL NURSE SERVICES**

A school health staff member is at the Primary School every day. Please notify Deb Churchill, R.N., if your child has any medical issues. All medications (over the counter / prescriptions) **must** be brought to the school by an adult for the nurse to dispense.

## **SCHOOL ENTRANCE**

For safety purposes, all doors are locked at all times. You must enter the school through the main entrance. **If you bring your child to school after 8:20, you must sign him/her in at the front office. Children must be escorted to the main office by an adult.**

## **VOLUNTEERS / VISITORS**

**ALL VOLUNTEERS/VISITORS MUST** sign in at the office and take a visitor's pass before going to a classroom. Please sign out and return visitor's pass before leaving. Anyone wishing to volunteer in the primary school including going on a field trip will need to complete the Volunteer Application form. The application which includes authorizing a background check can be found on our website.

## **ATTENDANCE**

Regular attendance has a direct link to long term studied success.

It is required that if a student will have an extended absence, the parents must request an Extended Student Absence form to be filled out and returned to school. By filling out this form does not mean the student absence will be excused.

Students **MUST** be in attendance for the full number of days for which school is held.

Regular attendance is crucial to students receiving a quality education. A chronically absent student will be addressed by administration and the guidance department. Once administration contacts a family about absences, if attendance for a student does not improve, the superintendent, the Windham Police and/or the Department of Health and Human Services may be contacted.

Board policy requires that parents send a note to their child's teacher when he/she returns to school, stating the reason for the absence and the date(s) of the absences. The student delivers the note to the classroom teacher. Transportation to and from school is provided by bus. If you choose to transport your child to school. Please drop them off after 8:00A.M.

If a child is tardy to school or needs to be excused early from school, a parent's note of explanation is required. **All students MUST BE excused through the office. Parents must accompany their children and sign them in at the office if they arrive after 8:20A.M. PLEASE DO NOT ALLOW THEM TO WALK INTO SCHOOL ALONE.**

Students will be excluded from school if they are in the active phase of a contagious disease. Examples of this are chicken pox, conjunctivitis (pink eye), strep, scabies, and impetigo. Children must be properly treated and non-contagious before returning to school. It is expected that an absent pupil will make every reasonable effort to make up school work missed.

### **ATTENDANCE RULES AND PROCEDURES FOR WINDHAM PRIMARY SCHOOL**

**Excusable absence:** a person's absence is excused when the absence is for the following reasons:

- Personal illness;
- An appointment with a health professional that must be made during the regular school day and has prior approval or reporting;
- Observance of a recognized religious holiday when the observance is required during the regular school day and has prior approval or reporting;
- A family emergency; or
- A planned absence for a personal or educational purpose that has prior approval from the principal.

Absences for any other reason are unexcused and the student may be recorded as truant. The procedures below will be waived for chronic or serious illnesses or may be waived when planned absences have been approved by the principal. Eight or more partial absences (tardies) or more in a trimester may be considered chronically absent.

One purpose of these procedures is to ensure that the RSU #14 policies on attendance and truancy (See JEA & JHB) and the Maine state laws (20-A M.R.S.A. § 5001-A and 20-A M.R.S.A. § 5051-A ) are followed by all members of the school community. The other purpose is to employ supportive measures to encourage daily attendance by all students.

Steps to be followed by all members of the school community which includes students, staff, administration, parents and guardians:

1. Daily attendance reports will be reported to administration, school counselor, nurse and school social worker.
2. A regular meeting between the above staff members will occur and steps will be determined to address chronic absenteeism. Interventions to address chronic absenteeism will be considered. The following list will be considered as well as other interventions:
  - Referral to guidance services
  - Referral to social work services

- Meeting with administration
  - Rewards program
  - Consultation with a staff member
  - Referral to school resource officer
3. 5 absences in a trimester or 5 unexcused absences in a school year
    - Communication by the principal's designee or the principal to the family about the importance of attendance and further actions for repeated absences
    - Doctor's notes or phone calls by parent/guardian for future absences
  4. 10 days of consistent attendance generates a thank you letter to the family.
  5. 7 absences in a trimester or 7 unexcused absences
    - Inform the Superintendent
    - Contact family by phone or letter to meet with them to resolve problem with principal and staff member(s) with the greatest rapport with family
    - May include DHHS contact
    - An informal plan is created to match the unique attendance issue
    - Administration uses attendance checklist to track steps taken to support and resolve attendance issues
  6. 8 unexcused absences
    - Phone call and letter by administration stating the Maine State Law (20-A M.R.S.A. § 5051-A
    - Inform Superintendent and School Resource Officer for further communication with the family
  7. 9 unexcused absences
    - Letter by administration stating the action steps to be taken because of future absences both excused or unexcused
  8. 9 plus absences excused or unexcused
    - Phone call by administration and letter sent registered mail stating the need to meet with the Superintendent
    - Repeat prior steps
  9. Further absences addressed by the Superintendent

### **NOTIFICATON OF POSSIBLE EXTENDED LEAVE**

While we realize that planned family vacations can be of educational value; regular and punctual school attendance is one of the most critical factors for a child's success in school. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class can be detrimental to student learning. At the primary school level regular attendance sets the foundation for the rest of a child's educational career. It is the obligation and responsibility of both families and the Windham School Department to make sure that students are in attendance at all times unless there is an illness or an extreme

family emergency that prevents the student from being in school. We strongly encourage trips be planned during the three vacation weeks provided in the school calendar. Please contact your child's teacher or Windham Primary School office at 892-1840 with any questions or concerns you may have.

### **HATS / DRESS CODE**

Hats are not permitted to be worn at any time in any school, except for medical reasons, religious purposes and special school events. Students are discouraged from coloring hair. If students coloring their hair results in a disruption to the education of students, the students' parents will be contacted and further action may be taken such as washing students' hair, sending them home for the remainder of the school day, or placing them in alternative setting.

### **STUDENT DRESS**

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s) / guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide safe, healthy and non-discriminatory environment for education students for maximum academic and social development, the following restrictions on dress shall be enforced.

A. Articles of clothing which promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.

B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.

C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) or **controversial/disruptive symbols or signs** are impermissible.

D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.

E. Hats are not permitted to be worn at any time in any school, except for medical or religious purposes. The hat rule will apply to all persons.

F. HIGH SCHOOL ONLY: Hats will be permitted during the school day with the following exceptions:

Hats will be taken off for assemblies and the Pledge of Allegiance

Hats will be treated as an article of clothing and must adhere to the dress code

Any teacher may create a rule stating that hats will not be allowed in his/her classroom. This rule will be made in the teacher's syllabus.

G. Sexually suggestive clothing is inappropriate and cannot be worn in school.

A teacher will be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

The administrators will use their judgement in waiving the dress code for special functions or events. The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy

First Reading August 25, 2010 Second Reading Waived / August 25, 2010

REVISED March 21, 2012

### **FOOD**

Some classrooms are allergy-free zones. This may mean that some foods are not permitted for consumption in specific classrooms where students have allergies. Please follow our allergy guidelines so that all students can remain healthy and safe at school. Unsolicited food will not be accepted by the school or any of our classrooms. Teachers may at times ask families for specific food items for group snack. This practice continues. However, we do not accept food items or baked goods from outside of school unless a staff member has requested a family to bring in the food item or baked goods. If food is brought to our school without approval, the person bringing the item will be asked to take the item(s) home. The limiting of the types of food items at WPS has been reviewed and supported by the Superintendent. We have this procedure because we are a large school with many students who have diverse food allergies. To ensure the safety of all our students, we are asking for your support and help by keeping food items out of our school unless we ask for them. Teachers may only use food in the classroom for curriculum-based activities and not for parties per district policy.

### **ADOPT – A – BOOK PROGRAM**

To support the development of a well-stocked library in the Primary School, we have an Adopt-A-Book program. This program encourages the donation of funds to purchase books. If you would like to participate or need more information, please call 892-1840 and ask to speak to the librarian.

### **CHILDWATCH**

When your child is to be absent or tardy from school, call our absence line, 892-1840 opt. 1 or email our absent line @: [wpsabsent@rsu14.org](mailto:wpsabsent@rsu14.org) to report the absence. If we do not hear from you by 9:00 a.m. we will attempt to call your home / work. It is our intent to make sure that all children arrive at school safely. During the school day primary school students will remain on school grounds except for educationally related field trips. **PLEASE UPDATE STUDENTS' EMERGENCY SHEET.** Thank you for your cooperation.

### **HOMEWORK PROCEDURE**

KINDERGARTEN THROUGH GRADE THREE

#### **General**

Parents are encouraged to stimulate their child's interest in learning through books, creative play, self-help skills, and proper diet and rest.

### Specific

It is expected that, where appropriate, students will participate in the following homework activities:

1. Discuss/share what has happened at school every day (including work taken home).
2. Read independently and/or be read to every night.
3. Practice spelling words and math facts.
4. Complete special projects as related to the theme being learned about in school.

### **HOMEWORK GUIDELINES**

Grades Kindergarten through grade 2 should not exceed 10 -20 minutes per day for all subjects combined.

Grade 3 should not exceed 30 minutes per day for all subjects combined.

### **NO SCHOOL ANNOUNCEMENTS**

In the case of inclement weather, the Superintendent, Director of Transportation, and the Public Works Department make every attempt to reach a decision regarding the cancellation of school as early as possible. There is sometimes a delay between the time we place our call and the time the announcement is made. However, by listening to one of the following stations you will be notified of “No School.”

Windham Cable (Ch 7) Channel 6 (WCSH-TV) Channel 13 (WGME-TV)  
Channel 8 (ABC-TV) WPOR (101.9 FM) WGAN (560 AM) WYNZ (100.9 FM)

You can also be notified by text message on your cell phone by doing the following:

[http://www.wcsh6.com/weather/resources/text\\_alert/default.aspx](http://www.wcsh6.com/weather/resources/text_alert/default.aspx)

The district also has an emergency notification system which may notify you by phone, email and/or text about a delay or cancellation.

### **ANIMALS IN THE SCHOOLS POLICY (IGBHA)**

To protect students, employees and the general public from any health risks associated with pet-related diseases and to be considerate of individuals with allergies and/or phobias, the Windham Board of Education will require permission from the principal before an animal is brought into the school by anyone. If anyone wished to bring an animal to school for educational purposes, they will consult with the teacher, who in turn, will request permission from the principal.

Animals are not to be transported on a school bus. Only the teacher or student(s) designated by the teacher are to handle the animal. An animal's behavior should be controlled at all times. All animals will be adequately housed and cared for. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animal visitors should not be allowed in kitchens or cafeteria or supply rooms.

No person will be allowed to bring pet(s) to work or school on a regular basis.

No dog obedience training programs will be permitted in school buildings.

Exceptions to this policy will be allowed for conditions, which serve to accommodate either a student or an employee, such as a seeing-eye dog for an individual with visual impairment or to her animal necessary for a health condition. However, if said accommodation causes any serious health



risk to others, arrangements shall be made to reduce the potential risk.

It is the responsibility of the principal or the assistant principal to assure a specific and appropriate educational purpose, if any animal is housed in a classroom.

### **STUDENT INFORMATION**

In order to be respectful, safe and responsible to the diverse community we service, our school does not distribute cards, notes or invitations at school. Please use non-school methods for communicating between students and families. The teacher will provide a directory of students who have given permission to share personal information.

### **CULTURAL ARTS PROGRAM**

Realizing that the arts are an integral part of our children's education, a variety of cultural activities are planned for students throughout the school year. These activities are in addition to our regularly scheduled art and music programs. Selling Primary Pride T-Shirts, an annual ice cream social, and other fundraisers, will help support these activities.

### **FIELD TRIPS**

Anyone attending a field trip must have a completed and verified Volunteer Application on record with the main office. We discourage parents from transporting their children who attend Windham Primary School to and from a field trip. If you choose to use private transportation, you are transporting at your own risk. You must sign a student transportation form. Your child's teacher can provide the transportation form to you.

### **FIELD TRIPS Policy (IICA)**

Windham Raymond School Department recognizes the value of educational experiences outside of the classroom and seeks to provide enriching field trips for its students as an integrated part of the instructional program. Field trips are accepted as an important resource which contributes to a strong program of instruction in many areas of the curriculum. With this intent it is necessary to establish appropriate guidelines for all field trips to ensure the safety of the students; the quality of the field trips; and to maintain a good system of communication between the school, the transportation department, and the home.

For field trips in which students leave the boundaries of the school system, parents are required to sign and return to the teacher involved, a form indicating parental permission to participate in the activity.

Students must return the permission slip before the trip. **VERBAL PERMISSION OVER THE TELEPHONE WILL NOT BE ACCEPTED. CHILDREN WHO DO NOT RETURN PERMISSION SLIPS WILL STAY AT SCHOOL EITHER IN THE OFFICE OR ANOTHER CLASSROOM.**

Costs for field trips will be assessed for each person attending. The cost will include admission fees, as well as an amount to pay for the mileage and driver of each bus

## **FOOD SERVICES**

Please check our website for more information and a monthly menu.

Breakfast	\$1.25 per day
Lunch milk	\$ .50 per day
School lunch	\$2.75 per day

**We encourage your child to purchase menu items on Mondays for the entire week.** Please place your child's money or check (made payable to: Windham School Lunch Program) in the envelope provided by the school lunch program. You can pay online at: [www.myschoolbucks.com](http://www.myschoolbucks.com)

Please be aware that the lunch menu is prepared advanced. **If we have a storm day, the meal listed for the day we return may not be what is printed on the menu. You may want to send a cold lunch with your child the day after a storm day.**

Eligible families are able to receive free or reduced cost lunches. Should you wish to receive an application, please contact the school office, or check our website.

## **P.T.A.**

P.T.A. meetings are held the first Tuesday of every month in the library at the Windham Primary School. 6:30 – 8:30pm. There is a \$10.00 yearly membership fee. The organization welcomes anyone wanting to support our schools whether or not they have students in the school system. The mailing address is: Windham PTA P.O. Box 6, South Windham, ME 04062. You can also contact them by email: [windhammainepta@gmail.com](mailto:windhammainepta@gmail.com)

## **COMMUNITY RESPONSIBILITIES:**

- \*Provide an adequate school department budget to maintain facilities, staff, equipment, and supplies.
- \*Provide social service agencies to supplement school department services.
- \*Provide family activities.
- \*Continue to be involved in and support the educational system throughout scholarships, vocational expertise, and volunteer services.

## **SCHOOL – FAMILY – COMMUNITY RESPONSIBILITIES**

In order to establish a positive environment in which learning can take place, it is necessary to find ways to foster and encourage self-respect. The school department staff, community, and each student's family share equal responsibility for encouraging a positive attitude toward learning.

### **SCHOOL SYSTEM RESPONSIBILITIES:**

- \*Provide an appropriate educational program for each student.
- \*When making policy, the well-being of the students should come first.
- \*Keep parents well informed.
- \*Have an understandable code of conduct for everyone.
- \*Make school rules just, fair, and appropriate.
- \*Inform parents and students of school system regulations.
- \*Provide guidance, understanding, and counseling.

### **PARENTAL / FAMILY RESPONSIBILITIES:**

- \*Encourage a positive attitude toward school and learning.
- \*Provide adequate physical care to prepare students for the school environment, including such areas as appropriate diet, rest, and clothing.
- \*Support school system rules and regulations.
- \*Communicate regularly with school staff.
- \*Ensure regular, daily attendance.
- \*Encourage respect for other children, for all school personnel, and for property.
- \*Help maintain communication with the school by attending scheduled conferences and by participating in school-community activities.
- \*Exercise proper supervision so that the children's behavior will not be disruptive to school's program.
- \*Visit the school to become familiar with the daily routine.

### **STUDENT RESPONSIBILITIES:    **Be Safe, Be Respectful, Be Responsible****

- \*Take advantage of the educational programs.
- \*Know all the rules and follow them.
- \*Take responsibility for your own actions.
- \*Respect personal and school property.
- \*Apply appropriate behavior when attending school activities.
- \*Discuss all reports or concerns, positive or negative, with your parents.

### **SCHOOL PICTURES**

Photographers from LifeTouch Studios are scheduled for early October and again in May to take pictures of students who wish to have their photograph taken.

### **INSTRUCTIONAL INTERVENTIONIST**

The three instructional interventionists primarily support students struggling academically and behaviorally. They provide both small group and individual interventions for students. They support all students with universal messaging and expectations about the routines and expectations of our school. The interventions support the school meeting the federal and state requirements for Response to Intervention and the pre-referral process for Special Education.

## **STUDENT ENRICHMENT PROGRAM**

We provide enrichment programming to students who have been teacher-recommended and could benefit from the program. Students at WPS are not formally identified as gifted and/or talented. The enrichment program at WPS services students in three distinct ways. Two enrichment classes are held each fall for all WPS students in grades 1-3. Four individual enrichment cycles are held throughout the remainder of the year. By state law, we aim to service 5% of the student population through these four cycles which is approximately 10 students per grade. Manchester School for grades 4-5 does provide an identified gifted talented class called REACH.

## **ACADEMIC SUPPORT SERVICES**

Educational support staff provides supplemental literacy instruction to students in grades K-3 using a variety of intervention strategies. Student progress is monitored on a regular basis to measure progress and guide instructional interventions.

We also have math support available for students in grades K through 3 who may be having difficulty with meeting grade level standards. This math programming will target specific areas of need and then use targeted interventions to meet the student's math goals.

## **SPECIAL EDUCATION PROCESS FOR REFERRAL**

A referral for Special Education help can be made by anyone (teachers, parents, or others), who has specific concerns about a child's academic progress. An IEP (Individual Educational Plan) meeting is then arranged whereupon the child's needs are discussed, evaluation and testing reported, and a comprehensive IEP (Individual Educational Program) is developed. Parents are a very important part of this team. You may view our school policies [www.windham.k12.me.us/schoolpolicies.cfm](http://www.windham.k12.me.us/schoolpolicies.cfm)

## **SPEECH THERAPY**

Speech therapy is a service for identified special education students where Speech and Language Therapists provide screening, evaluation, and therapeutic treatment of students exhibiting difficulties with speech sound production, language, voice, and fluency of speech.

## **OCCUPATIONAL THERAPY**

Occupational Therapy (O.T.) is a special education service that helps students access their education by improving fine and gross motor coordination. Motor development groups help students who find it difficult to do things such as going down steps, skipping, catching a ball, climbing, turning somersaults, or holding a pencil or coloring. Swings, slides, big pillows, scooters, and motivating toys are used to help the students improve their coordination at their individual rate of growth.

## **PHYSICAL THERAPY**

Physical therapy (PT) is a Special Education service that provides additional support to students who need assistive devices such as wheelchairs, walkers, crutches, elevators, etc. P.T. also helps students develop strength and coordination to access their education and gain mobility in the school setting.

## **ADAPTED PHYSICAL EDUCATION**

Adapted Physical Education (APE) is a Special Education service which allows students who qualify to receive services based on their Individual Education Plan. A child would qualify by showing significant delays in physical fitness, motor skills and personal social interactions in the regular physical education setting. These students have goals included in their IEP that help them to develop skills by increasing instructional time, modifying goals, tasks and equipment to meet their specific learning needs.

## **SCHOOL HEALTH SERVICES**

The school nurse and her assistant support students by providing accident and illness care during the school day. The nurse performs health assessments, including vision and hearing testing, notifying parents when the findings are not in the normal range. The nurse consults with the parent, teacher and physician to develop and implement individualized health care plans for students with health problems.

## **HEAD LICE**

Head lice are not a sign of poor hygiene and they do not transmit disease. Spread from one child to another can occur during direct head to head contact or by sharing of personal items such as combs, brushes, caps or helmets. They do not jump or fly. Head lice are an issue that we face every school year. We encourage you to examine your child's head periodically to detect any evidence of lice. Please notify the nurse at your child's school if you suspect your child has lice. Following best practice guidelines, if a student is found to have head lice the parent will be notified as soon as possible so that they can treat the child and belongings. (Please see Head Lice Guidelines) The student will go home at the end of the day unless the parent/guardian chooses to pick them up early. If there is more than one case of head lice in a classroom a letter will go home to the parents /guardians in that classroom so that they may monitor their children.

## **SEVERE ALLERGIES**

In keeping with our school philosophy our school is a safe place for all. Some of our students and staff have severe or life threatening allergies to latex, strong odors, and/or foods such as nuts and peanuts.

All persons with allergies have health plans that detail the steps necessary to keep them safe at school. There may be special rules about shared food in a classroom of a child with an allergy. Some classrooms are allergy-free zones. This may mean that some foods are not permitted for consumption in specific classrooms where students have allergies. For example, a classroom with a student with a nut allergy may not allow cupcakes brought in due to the use of nut products in most cupcakes. Please follow our allergy guidelines so that all students can remain healthy and safe at school. Please consult the teacher before bringing a treat to school. To safeguard the health of those affected by breathing allergies, staff, parents and children should not wear perfume or cologne at school. Only mylar balloons are acceptable in our building.

## **VISION AND HEARING TESTING**

Vision and hearing tests shall be administered to all kindergarten, first, and third graders. Parents will be notified in writing if a child fails the testing. If parents have questions or concerns about their child's hearing or vision, they may contact the school nurse.

## **MEDICATIONS**

It is the policy of the Windham Raymond School Department to **DISCOURAGE** the dispensing of medications at school. (**JHCD-R**)

If your child requires a medication at school for a permanent or chronic condition such as asthma, convulsive disorder, bee sting allergy, etc., please contact the school nurse so that safe arrangements can be made. This includes inhalers for asthma.

If your child has a prescription for acute or short term illness (i.e. ear or respiratory infection), please alter the medication schedule so the medication can be received at home. If this is not possible, **one day's supply** may be brought to school in a durable, clearly labeled, container with written instructions signed by the parent. The child must bring the medicine to the office at the beginning of the school day.

Please call if you have any questions about our policy. Our desire is to make this a safe place for your children. Your help in this matter will be appreciated.

## **GUIDANCE COUNSELOR**

The Guidance Counselor helps each child develop an identity and learn to make sound choices and decisions through classroom, small group, and/or individual sessions. She consults with teachers, students, and parents on personal, academic, and social emotional issues.

## **SWEETSER SCHOOL-BASED SERVICES**

Sweetser school-based clinicians collaborate with school personnel and families to reduce the barriers to school success that confront children and adolescents, especially those at emotional or behavioral risk of those with mental health problems. Sweetser school-based clinicians are able to serve children and their parents in the natural setting of the school, in their home or in an office-based setting. Specific, individualized services are designed to provide rapid access, a comprehensive assessment and solution-focused treatment for individuals, groups and / or families.

- Recent loss of a loved one (relative, sibling, parent, friend, or even a pet)
- Difficult divorce or separation between parents
- Major changes in family life, such as a move, new sibling, new step-parent
- Behavioral difficulties at school or at home
- Emotional problems such as depression, anxiety, anger, special fears, weight gain or loss, change in behaviors (dangerous behavior, isolation, etc.)
- High level of conflict in relationships at school, in the community or at home
- Poor school performance or a marked change in performance
- Child or another family member's involvement with drug/alcohol abuse

Referrals for these services can come through your child's school guidance counselor, the principal or from you directly to either of the Sweetser school-based clinicians. Sweetser accepts MaineCare and

most other insurance programs. If you have any questions or would like further information, please feel free to contact them at school.

### **SOCIAL WORKER**

The Social Worker helps students resolve personal, emotional, and social problems that interfere with their adjustment to school, acting as a liaison between home and school. He provides consultative services to students, teachers, and families.

### **WEDNESDAY IN-SERVICE**

The Windham Raymond School Department, recognizing the need and benefits of providing an on-going staff development program, has provided time for staff development on Wednesday afternoons.

Students in grades K-5 are dismissed at 12:45 every Wednesday.

## **Student Handbook Policy Summaries**

### **ATTENDANCE POLICIES:**

#### **Attendance (for complete policy see Policy JEA & JED)**

Regular and punctual school and class attendance are essential to a student's educational success.

Students are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Board policy as follows: personal illness; an appointment with a health professional that must be made during the school day; observance of a religious holiday; a family emergency; or a planned absence for a personal or educational purpose which has been approved in advance by the school. Other absences are considered unexcused and may result in disciplinary consequences and loss of credit for missed assignments.

Parents / Guardians must notify the school office if their child will be tardy or absent. **(include your school's notification procedures)**

#### **Dismissals (for complete policy see Policy JLIB)**

When a student needs to be dismissed from school for a planned reason, he or she must bring a note to his / her teacher. All students must be dismissed through the designated common area and will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents/ legal guardians to pick up the student. The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons. A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

#### **Tardies**

If a student is tardy to school, they must report to the main office to be checked in. Excusable

absence guidelines apply to tardies.

**Truancy (for complete policy see Policy JHAB)**

A student is habitually truant if the student:

Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or  
Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Administrators will follow the procedure required by law (and outlined in the Board's policy) when addressing truant students.

**BOMB THREATS (for complete policy see Policy EBCC)**

Whether real and carried out, or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority.

Making a bomb threat is a crime under Maine law. Any student or other person making a bomb threat shall be reported to law enforcement for investigation and possible prosecution. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat or engages in other conduct prohibited under the Board's policy.

**SCHOOL BUS CONDUCT (for complete policy see Policy EEACC and EEAC-R)**

The WindhamRaymond School Committee will not tolerate inappropriate student behavior on school buses. All students using the school bus must observe and obey all transportation rules. Any violations of these rules are subject to disciplinary action, including the possible loss of bus privileges.

Windham Primary School uses the Primary rules: Be Safe, Be Respectful, Be Responsible to connect students to the appropriate bus behaviors.



**CHILD ABUSE & NEGLECT (for complete policy see Policy JHG)**

Child abuse and neglect is a serious problem affecting children from all social and economic levels in the WindhamRaymond community. The residual affect of maltreatment of children had profound implications for the child, his/her family, and the community at large. Potentially 2/3rds of the child abuse and neglect victims in this community attend school each year. The WindhamRaymond School Board, recognizing the right of children to be protected from abuse and neglect and recognizing its responsibility under state law, has adopted a policy for all school personnel.

“Child abuse or neglect” means a threat to a child’s health or welfare by physical or mental injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, by a person responsible for the child.

“Child” means any person who is less than 18 years of age.

“Person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for care of the child. It includes the child’s custodian.

“Custodian” means the person who has legal custody and power over the person of a child. When any school administrator, teacher, nurse, social worker, or educational technician in Windham knows or has reasonable cause to suspect that a child has been or is likely to be abused or neglected, he/she will immediately report to the school principal or his/her designee, who will notify the Superintendent. A verbal report to the principal shall be followed by a written report on the next working day.

A person participating in good faith in reporting under the law, or in a related child protection investigation or proceeding, is immune from any civil liability that might otherwise result from these actions. In a proceeding regarding immunity from liability, there shall be a rebuttable presumption of good faith.

Upon receipt of a verbal report, the school principal or his/her designee will immediately report by telephone to the Department of Human Services. This verbal report will be followed by a written report to the Department of Human Services and the Superintendent within 48 hours. When doubt exists concerning a suitable report of suspected child abuse and neglect, staff members are cautioned to err in favor of the child.

The Family Education Rights and Privacy Act (FERPA) establishes rules governing the release of information from education records. The Act does not restrict a teacher or school official from making a report based on his/her personal knowledge or observation.

The Department of Human Services Child Protective Worker may be allowed to interview the child named in the report at the school with or without parental permission when, in the judgment of the principal, such an interview will be in the best interest of the child. Any such

interview shall be structured by the principal with due regard for the needs of the child.

Under State statute, all records and reports concerning child abuse and neglect are confidential and subject to release only under specific conditions.

### **ANNUAL CHILD FIND NOTIFICATION**

If you know of a school age child residing in Windham or Raymond whom you suspect may be in need of special education services, you may contact the Special Education Coordinator at your child's school. For other questions or concerns, contact the Director of Student Services at the Superintendent's Office (892-1800).

If you have concerns about a preschool child who may have special needs and be in need of special education services, please call Child Development Services at 781-8881. A child's special needs may be in one or more of the following areas: vision, hearing, speech-language development, social-emotional development, orthopedics, health, learning, or cognition.

### **CODE of CONDUCT (for complete policy see Policy JICDA)**

The WindhamRaymond School Committee is committed to maintaining a supportive and orderly school environment in which students may receive, and staff may deliver, a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

The Core Values are: Respect, Responsibility, Integrity, Compassion, Courage, Honesty. The Windham Primary School rules are: Be Safe, Be Respectful and Be Responsible.

The Board believes that each member of the school community should take responsibility for his / her own behavior. The Board recognizes the need to define unacceptable student conduct, identify the possible consequences for it, and ensure that discipline is administered fairly, promptly and appropriately. This applies to students on school property, in attendance at school or at any school-sponsored activity, or whose conduct at any time interferes with the operations, discipline or general welfare of the school.

The Code of Conduct includes the Board's policies concerning student conduct and discipline, as well as a list of Unacceptable Behavior and Recommended Interventions.

### **COMPUTER / INTERNET USE (for complete policy see Policy IJNDB and IJNDB-R)**

Students have no expectation of privacy in their use of school computers. Violation of the Board's Student Computer and Internet Use policy and rules may result in loss of computer / internet privileges and disciplinary action as appropriate. If you have any questions about the guidelines, please contact your child's teacher.

**CRISIS RESPONSE (for complete policy see Policy EBCA)**

It is the policy of the Windham School Department that each individual school shall, in accordance with administrative guidelines to be developed by the Superintendent, prepare and have in place a crisis response plan. The crisis response plan shall be in writing and available at all times in the Principal's office.

**DISCIPLINE POLICIES:**

**Suspension (for complete policy see Policy JKD)**

The School Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Any student suspended from school shall become ineligible to participate in extracurricular activities or any other school functions and is prohibited on school grounds when school is in session. When an accumulation of suspensions totals three (3), a meeting will be held with the Superintendent, Administration, parent and student. During this meeting, the Superintendent will determine if the student is to go before the School Board for a possible expulsion.

**Questioning & Searches (for complete policy and procedures see Policy JIH, JIH-R, JIH-P)**

Lockers, desks, and other school storage facilities are school property, and remain under the control, custody and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent, including the use of a canine patrol.

School officials may also search students' wallets, purses, backpacks, pockets, automobiles, and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law, School Board policies, and/or school rules. Evidence may be forwarded to law enforcement as deemed appropriate by school officials, even if the search was initiated for school purposes.

**STUDENT DRESS (for complete policy see Policy JICA)**

Students are prohibited from wearing clothing during the school day or at school functions that promotes tobacco, alcohol or drugs; includes displays that are sexual, vulgar, lewd or indecent or includes insulting words, (e.g., racial/ethnic slurs); is sexually suggestive; is intended to identify the wearer as a member of a particular gang; is destructive of school property; (e.g., cleats, pants with metal inserts that scratch furniture).

Hats are not permitted to be worn at any time in any school, except for medical or religious purposes and special school events. Students are discouraged from coloring hair. If students coloring their hair results in a disruption to the education of students, the students' parents will be contacted and further action may be taken such as washing students' hair, sending them home for the remainder of the school day, or placing them in an alternative setting.

### **DRUGS & ALCOHOL (for complete policy see Policy JFCI and JFCI-R)**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws / regulations, any look-alike substance, prescription drug or any substance that is represented to be a controlled substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The term “drug” or “drugs” shall mean any substance not prescribed by a physician for the particular student using or possessing it that can influence one’s level of consciousness or awareness, including, without limitation, any scheduled drug as defined in Title 17-A, MRSA, CH. 45. (This may include substances referred to as look-alike drugs, designer drugs, over-the-counter drugs, or prescription drugs.)

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

Please refer to the Board’s policy and procedure for further information about support services and disciplinary consequences for students, including students involved in athletics.

### **FIRE DRILLS (Outside Safety Drills-WPS)**

Fire drills provide serious preparation of students and staff to assure safety in emergency situations. Fire drill instructions are posted in every classroom. Teachers will explain the alarm system and procedures to be followed during fire drills. During the drills, there is to be no talking. Students should follow the direction of the teachers and move quickly without running to the designated area. All students will be expected to exit quickly with supervising staff. Drills will be conducted periodically throughout the school year. Any student not following directions during this time will be dealt with by administration.

### **HARASSMENT, SEXUAL HARASSMENT, HAZING & BULLYING OF STUDENTS**

It is the intent of the Windham Raymond Board of Directors to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit’s educational purpose. Ethics, responsible behavior and “character” are important if a student is to leave school as a “responsible and involved citizen” as described in the Guiding Principles of Maine’s system of Learning Results. Harassment, hazing, and bullying interfere with the accomplishment of this goal.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone, and will take action in response to, conduct that substantially interferes with students' opportunity to learn, the education mission of the Windham Raymond School District, and the operation of the schools.

### **Application of Policy**

This policy applies to harassment, sexual harassment, hazing, or bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to harassment, sexual harassment, hazing, or bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

### **A. Harassment & Sexual Harassment**

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom student may interact in order to pursue school activities are required to refrain from such conduct.

### **B. Hazing**

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, school-sponsored group, or a group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No student shall plan, encourage, or engage in injurious hazing activities. In the case of an organization affiliated with this school unit which authorizes hazing that results in a hostile educational environment for students and impacts the peace and usefulness of the school

environment, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

### **C. Bullying Defined**

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
  - 1. Physically harming a student or damaging a student’s property;
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
- Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Examples of conduct that may constitute bullying, include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student’s race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends; nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students’ opportunity to learn, the instructional program, the operations of the schools, or is not offensive to others. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

### **D. Bullying / Harassment / Hazing**

Bullying / harassment / hazing, as defined in this policy, is not acceptable conduct in Windham Raymond schools and is prohibited. Any student who engages in conduct that constitutes bullying / harassment / hazing shall be subject to disciplinary consequences, up to and including suspension and expulsion. A student’s bullying / harassing / hazing behavior may also be addressed through other behavioral interventions.

### **Determination of Conduct**

The determination whether particular conduct constitutes harassment, sexual harassment, hazing, or bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Delegation of Responsibility**

The Superintendent / Designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of harassment, sexual harassment, hazing, or bullying to staff and school administrators;
- B. Staff reporting of harassment, sexual harassment, hazing, or bullying to school administrators;
- C. Review of reports and investigation of harassment, sexual harassment, hazing, or bullying incidents;
- D. Intervention with and/or discipline of students who engage in harassment, sexual harassment, hazing, or bullying;
- E. Support for students who are victims of harassment, sexual harassment, hazing, or bullying;
- F. Training staff and students in harassment, sexual harassment, hazing, and bullying prevention; and
- G. Periodic evaluation of harassment, sexual harassment, hazing, and bullying prevention, intervention, and training efforts in Windham schools and reporting to the Board upon request.

### **Reporting & Response**

All students who have been harassed, hazed, or bullied, and all students or School District employees who observe these incidents, should report the behavior to a staff member or school administrator. Staff should report the incidents to the Building Principal.

Acts of reprisal or retaliation against any person who reports an incident of these prohibited behaviors are prohibited. Any student or staff member who is determined to have falsely accused another of these prohibited behaviors shall be subject to disciplinary consequences.

Harassment, sexual harassment, hazing or bullying by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment, sexual harassment, hazing or bullying by students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment, sexual harassment, hazing, or bullying of students by persons other than school employees and students. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent or his/her Designee shall assume responsibility for implementing this policy. A copy of this policy shall be included in all school and faculty handbooks, or otherwise distributed to all school employees and students.

### **HEALTH SERVICES**

Each school has a full-time certified school nurse available and students who are ill are expected to report to the health office to be evaluated and dismissed if necessary. At the start of every school year, students are expected to return a completed emergency form. This form includes information on parents' daytime telephone numbers and emergency contacts. Also included is updated health information. Supplemental health forms are expected for students with potentially life threatening allergies and illnesses such as diabetes and asthma. Students new to Windham must provide documentation of immunization (see Policy JLCB).

Trained school personnel can dispense medications (prescription and non-prescription) when signed permission by parents is on file in the student's health record. Written physician's orders are required for all medications given for more than 15 days, including insulin, inhalers and EpiPens.

Vision screening is conducted for all kindergarten, first, third, 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> graders. Scoliosis screening is done for 6<sup>th</sup> grade girls and all 8<sup>th</sup> graders. Hearing screenings are done upon request at any grade level. A physical exam completed by a health care provider is required every three years, and every two years for students involved in extracurricular athletic teams. This report must be submitted to the health office prior to participating in or trying out for any athletic team.

The school nurse is always available for consultation and referral information and parents are encouraged to call when necessary.

### **MEDICATIONS & MEDICATIONS ON FIELD TRIPS (for complete policy see Policies JLCD and JLCDA)**

It is the policy of the Windham Raymond School Department to **discourage** the dispensing of medications at school. If your child requires a medication at school for a permanent or chronic condition such as asthma, convulsive disorder, bee sting allergy, etc., please contact the school nurse so that safe arrangements can be made. This includes inhalers for asthma.

If our child has a prescription for acute or short-term illness, (i.e., ear or respiratory infection), please alter the medication schedule so the medication can be administered at home. If this is not possible, **one day's supply** may be brought to school in a durable, clearly labeled, container with written instructions signed by the parent. **The parent must bring the medicine to the office at the beginning of the school day.** If this cannot be done, please call the school nurse to make necessary arrangements.

The Board has adopted a policy concerning the administration of medications on field trips. Please contact your child's teacher or the school nurse if you have questions about the policy.



## **NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Windham Raymond School District Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

## **TOBACCO USE AND POSSESSION**

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Windham Raymond Board of Directors prohibits smoking and the use of all tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, and on school buses, at all times, by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, on school buses and at school-sponsored events, at all times.

Employees and all other persons are also strictly prohibited, under law and this Board's policy, from selling, distributing, or in any way dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, to students on school property, on school buses and at school-sponsored events.

## **SPECIAL EDUCATION SERVICES**

The Windham Raymond School Board has adopted a complete set of policies related to Special Education Services. If you need more information, please contact the Special Education director, site coordinator, Principal or your child's teacher.

## **REPORT CARDS / PROGRESS REPORTS**

The Superintendent will be responsible for ensuring the development of a system for communicating information regarding student achievement and academic progress to students and parents. This system shall be approved by the WindhamRaymond School Committee. Within this system, grades, proficiency levels, narratives, and other forms of reporting should be understandable to parents and should indicate how the student is progressing relative to achievement of the content standards of the Learning Results as well as performance in specific courses or content areas.

The WindhamRaymond School Department will inform students and their parents / guardians of student progress through a comprehensive reporting system composed of:

1. A report to indicate whether or not a student is making adequate progress towards meeting grade level progress. This report will be issued to parents / guardian.
2. A report card issued to each student at the end of each grading period.
3. Interim progress reports indicating deficiency, need for remedial intervention, or improvement in performance may be issued at any time.

The Principal will provide notification to parents.

## **STUDENT RECORDS / FERPA (for complete policy see Policy JRA / JRA-R / JRA-E)** **ANNUAL NOTICE OF STUDENT EDUCATION RECORDS & INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

### **INSPECTION OF RECORDS**

Parents / eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the principal in writing and must identify the record(s) to be inspected. The principal will notify the parent / eligible student of the time and place where the record(s) may be inspected. Parents / eligible students may obtain copies of education records at a cost of fifteen cents (15¢) per page.

### **AMENDMENT OF RECORDS**

Parents / eligible students may ask the WindhamRaymond School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the principal in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested, the parent / eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

## **DISCLOSURE OF RECORDS**

The WindhamRaymond School Department must obtain a parent / eligible student's written consent prior to Disclosure of personally identifiable information in education records, except in circumstances as permitted by law.

1. **Directory Information:** The WindhamRaymond School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents / eligible students who do not want the WindhamRaymond School Department to disclose directory information must notify the principal in writing by September 15, or within thirty (30) days of enrollment, whichever is later.
2. **Military Recruiters / Institutions of Higher Education:** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the WindhamRaymond School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents / eligible students who do not want the WindhamRaymond School Department to disclose this information must notify the principal in writing by September 15, or within thirty (30) days of enrollment, whichever is later.
3. **School Officials with Legitimate Educational Interests:** Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the WindhamRaymond School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the WindhamRaymond School Committee; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee), or assisting a school official in performing his/her professional responsibilities.
4. **Other School Units:** As required by Maine law, the WindhamRaymond School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).  
**Other Entities / Individuals:** Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents / eligible students may obtain information about other exceptions to the written consent requirement by request to the

Principal or the Director of Student Services.

### **COMPLAINTS REGARDING SCHOOL DEPARTMENT COMPLIANCE WITH FERPA**

Parents / eligible students who believe that the WindhamRaymond School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington DC 20202

### **VANDALISM (for complete policy see Policy ECAB)**

Students who engage in vandalism or misuse of school property may be suspended for up to 10 days and will have to pay any cost incurred by the District to correct the damage. Students who tamper with the alarm system or fire extinguishers can face legal prosecution and disciplinary action.

### **Visitors (for complete policy see Policy KI)**

The Windham School Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the WindhamRaymond School Department.

All visitors shall report to the main office upon arrival at the school and be issued a visitor badge to be worn while visiting the school. (This does not apply to parents or citizens who have been invited to the school for an open house, performance or other pre-planned school program.) All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Before leaving, visitors must sign out in the office and return their visitor’s badge.

All visitors who violate the policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. The building administrator/designee may request the assistance of law enforcement if necessary to deal with

unauthorized persons or violations of the law by visitors to the schools.

**WEAPONS, VIOLENCE & SCHOOL SAFETY (for complete policy see Policy JICIA)**

In an effort to ensure a safe environment for students and employees, students are prohibited from the following conduct at all times on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass other persons. Examples of such articles include, but are not limited to, firearms, ammunition, explosives, brass knuckles, knives, chains, clubs;
- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to, belts, other articles of clothing, combs, pencils, files, compasses, scissors, and realistic replicas of weapons;
- C. Violent or threatening behavior, including, but not limited to, fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the School Department's drug / alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that maybe harmful to persons or property.

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws.



