

**SCHOOL HANDBOOK**  
**FOR**  
**STUDENTS & PARENTS**  
**2011-2012**



**GOLDEN BROOK SCHOOL**

**112B Lowell Road**  
**Windham, NH 03087**  
**(603) 898-9586**

**Web Site: [www.windhamsd.org](http://www.windhamsd.org)**

**Safety Line to Report Student Absences**  
**(603) 898-9586, Option 9**

# Golden Brook School Vision

## We envision that...

- Our school is recognized for the excellent education we provide to all of our students
- The culture of our school is one of a family, focused on high expectations for all members of our learning community
- Collaboration and collegiality, trust and respect, and a commitment to shared learning characterize the work of our staff
- The individual needs and learning styles of our students are effectively met as they become motivated, empowered, self-directed learners
- All members of our school community feel physically safe and emotionally secure in our school
- Our school communicates effectively with all members of our community
- Improvement is planned for and achieved through a continuous cycle of assessment, reflection, planning and implementation
- Our school celebrates and takes great pride in the achievements of our students and our entire school community



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## INTRODUCTION

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

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## MESSAGE FROM THE PRINCIPAL

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Golden Brook School serves Windham students in Kindergarten, Transitional First, First Grade, and Second Grade. Our school vision, located inside the front cover, expresses our goals and dreams for our school. We strive to meet the needs of all students through a variety of instructional strategies and learning environments. There is a strong emphasis on the grade level expectations and the achievement level of the students is high. The school offers all programs recommended by the State Department of Education. Programs in Art, Music, Physical Education, and Library are offered by specialists in their field. Services and programs for Learning Disabilities, Special Education, Guidance, Speech, Occupational Therapy, Gifted/Enrichment, and the services of a School Psychologist are available to students.

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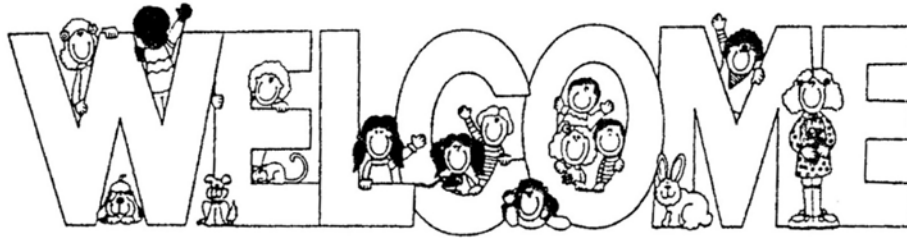
## MESSAGE FROM THE SCHOOL BOARD

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“What the best and wisest parent wants for his own child that must the community want for all its children.”

These words of educator John Dewey describe the basic partnership that the Windham School District has with you. We, as a School Board, are committed to playing a leadership role in the continuing improvement of education for all the students in the district. We believe the Windham schools combine the best of the “new” in education with the familiar methods of proven value. We feel confident that you will join us in our commitment to provide quality education to our children. . . they are our future.

**Mission Statement:** Our mission is to be a continuously improving learning community, providing quality services that enable all children to acquire the knowledge, behaviors, and competencies necessary to function skillfully throughout life.



**DIRECTIONS TO GOLDEN BROOK SCHOOL**  
112B Lowell Road  
Windham, NH 03087  
(603) 898-9586

**Safety Line to Report Student Absences or Tardiness**  
**(603) 898-9586, Option 9**

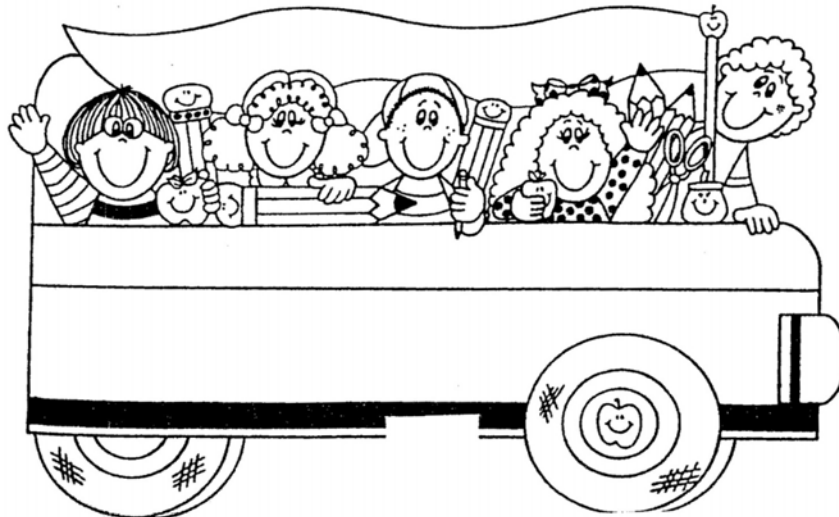
Welcome to Windham! The following directions will help you locate Golden Brook School.

**From Route 93**

Take Exit 3 (Windham)  
From the end of the exit take a left.  
At the 4th set of lights, take a left onto Lowell Rd.  
The brick building at the light is Center School.  
Proceed about 2 miles on Lowell Rd.  
Golden Brook School will be on your right.

**From Route 28**

Take Route 111W  
At the lights (McDonalds) go straight through...Rt. 111A, Range Rd.  
Travel about 3 miles to the end of the street.  
Golden Brook School is directly in front of you.



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## ADMINISTRATIVE INFORMATION

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WEB SITE: [www.windhamsd.org](http://www.windhamsd.org)

**MAILING ADDRESSES & TELEPHONE NUMBERS:**

- ◆ Pre-School  
21 Haverhill Rd.  
Windham, NH 03087 (603) 537-9737
- ◆ Pre-School Annex  
112B Lowell Road (Beside Golden Brook School)  
Windham, NH 03087 (603) 893-6670
- ◆ Golden Brook School (Grades K - 2)  
112B Lowell Rd.  
Windham, NH 03087 (603) 898-9586  
(603) 898-9586, Option 9 Safety Phone
- ◆ Center School (Grades 3, 4 & 5)  
2 Lowell Rd.  
Windham, NH 03087 (603) 432-7312
- ◆ Middle School (Grades 6 - 8)  
112A Lowell Rd.  
Windham, NH 03087 (603) 893-2636
- ◆ Superintendent's Office  
P.O. Box 510, 19 Haverhill Road  
Windham, NH 03087 (603) 890-3760

**SCHOOL HOURS:**

Golden Brook	8:45 – 3:00
Center School	8:45 – 3:00
Middle School	7:40 – 2:15



\*MORNING BELL RINGS AT 8:45 A.M.

\*STUDENTS AT GOLDEN BROOK SCHOOL ARE CONSIDERED TARDY AT 8:46 A.M.

\*STUDENTS AT GOLDEN BROOK SCHOOL ARE CONSIDERED "DISMISSED" IF THEY ARE DISMISSED FROM SCHOOL BEFORE 2:50 P.M.

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## GOLDEN BROOK FACULTY & STAFF

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

Principal

Assistant Principal

Classroom Teachers --

Kindergarten

Transitional First

Grade 1

Grade 2

Grade 3 (three classes)

Specialists --

Art Teacher

Physical Education Teachers

Music Teacher

Librarian

Special Services --

School Counselor

School Psychologist

Reading Specialist

Inclusionary Coordinator

Speech & Language Pathologist

Occupational Therapist

Special Education Teachers

Response to Intervention Teacher

Reading & Math Intervention Tutors

ESOL (English for Speakers of Other Languages)

Support Staff --

Administrative Assistant

School Secretary

School Nurse

Nurse Assistant

Instructional Assistants

Custodians

Lunch Room Staff



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## **DAILY SCHEDULE**

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8:30 a.m.	School Busses Arrive (students enter the building)
8:45 a.m.	Bell Rings
8:50 a.m.	Opening Exercises
11:15 a.m.	AM Kindergarten Dismissal
12:15 p.m.	PM Kindergarten Drop-off
11:10 – 11:30 a.m.	Recess — Grade 2
11:30 a.m. – 11:55 a.m.	Lunch — Grade 2
11:40 a.m. – 12:00 p.m.	Recess — Grade 1 & Transition
12:00 p.m. – 12:25 p.m.	Lunch — Grade 1 & Transition
12:05 p.m. – 12:25 p.m.	Recess — Grade 3
12:25 p.m. – 12:50 p.m.	Lunch — Grade 3
2:45 p.m.	Classes End
2:53 p.m.	Early Dismissal Students Called
2:56 p.m.	Bus Dismissal

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## **EARLY RELEASE DAY SCHEDULE**

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10:45 – 11:05 a.m.	Lunch — Grade 2 (No recess)
11:10 – 11:30 a.m.	Lunch — Grade 1 & Transition (No recess)
11:10 – 11:30 a.m.	Lunch — Grade 3 (No recess)
12:00 Noon	All Students are Dismissed

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## **GOLDEN BROOK PROCEDURES**

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### **REGISTRATION**

Parents/Guardians can visit the Golden Brook School web site at:

<http://www.windhamsd.org/goldenbrook/reginfo.cfm> to download the registration paperwork. Registration paperwork may be brought into the main office Monday-Friday between 10:00 a.m. and 2:00 p.m.

Requirements for enrollment are a birth certificate with raised seal (Kindergarten and 1st graders only), up-to-date physical form, immunization record, and two (2) proofs of residency, including a valid New Hampshire driver's license.

Kindergarten and New First Grade Registration: Notification for kindergarten and new first grade registrations will be provided in January of each year. Our town newspaper, Windham Independent, will print all of the information needed for enrollment. You may also find this information on our web site:

<http://www.windhamsd.org/goldenbrook/reginfo.cfm>.

### **TRANSFERS**

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

## EMERGENCY INFORMATION

An Emergency Information Form must be completed accurately for all students. In case of a child's illness or injury, parents will be called at numbers provided. If a parent cannot be reached, we will call a designated friend or relative. If you have any questions regarding emergency care, please call the school nurse, Betty Rocheleau at 898-9586, Option 12.

## CUSTODIAL/GUARDIANSHIP INFORMATION

If there are legal guardianship and/or custodial implications of which the school should be made aware, please be sure a copy of the legal document is made available to the school office for your child's protection. In the event a second mailing is required due to multiple parent addresses, please notify Golden Brook School at the start of *each* school year.

## SCHOOL TO HOME COMMUNICATIONS

### \* AlertNOW Notification System

The Windham School District has chosen to adopt the ALERTNOW Rapid Notification Service to enhance parental communication. **Rapid Notification is not only used for emergencies.** This service will allow us to send a voice and/or email message to ALL of our students' parents within minutes, if an emergency occurs at a school. The ALERTNOW service will also assist the schools in reducing the resources needed to pass along key information regarding school events or reminders. The intent of this system is for group notification purposes. Customary and usual procedures for individual parent notification will continue as normal. A letter is sent home at the beginning of the school year detailing this system and asking for your information.

#### **Types of Messages:**

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

- ◆ **Emergency Messages:** Emergency and time-sensitive information such as school closures, release due to weather, late buses, etc.

*All emergency email messages will have "AlertNow Emergency" in the subject line and be sent through email and voice.*

- ◆ **Informational Messages:** Normal communication to inform the community of events, happenings, and news in the Windham School District.

*All informational email messages will have "AlertNow Informational Message" in the subject line and will be sent through email and voice (if appropriate).*

#### **Frequency of Messages:**

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

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

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

**School Specific Information** — No more than one informational message will be sent a month through the AlertNOW system by school principals.

## \* Golden Brook School Communications

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

- ◆ The Golden Brook School web page (<http://www.windhamsd.org/goldenbrook/index.cfm>)  
The monthly newsletter will be emailed to families (see above: Frequency of Messages) and will also be posted to the web page (<http://www.windhamsd.org/goldenbrook/gbsnewsletter.cfm>). Monthly newsletters will not be sent home with your child.
- ◆ Notices sent home in your child's backpack.
- ◆ *The Windham Independent*, our town newspaper, publishes upcoming events, menus, etc. for our school.

## FOOD ALLERGIES

The Windham School Board has adopted Food Allergy Guidelines for all Windham Schools. Please refer to the Windham School District Policy, "Food Allergy Guidelines, JLCA-R" in the School Board policy section at <http://www.windhamsd.org/schbdinfo/policytoc.cfm>.

At Golden Brook School, it is our goal to provide a setting that minimizes the risk of accidental exposure to potentially life-threatening food allergens. Therefore, we request that the following identified allergens not be brought into our school building:

- Peanut butter
- Peanuts or other nuts
- Peanut butter cookies or any cookies or brownies with nuts
- Peanut butter candies like Reese's, Snicker's, etc.
- Trail mix containing nuts
- Peanut butter cereal
- Peanut butter pie
- Peanut/popcorn snacks containing nuts like Cracker Jacks and Fiddle Faddle

Please do not send in any of the above items when you are sending in treats for birthdays, parties, or other celebrations.

We greatly appreciate your efforts to comply with this request as we do have students who have severe allergies to these items. Thank you!

## **SCHOOL INSURANCE**

An insurance package is presented to each student at the start of each school year. We are neither the agent nor do we make any financial gain from this program. We are merely acting in an effort to accommodate the student and his/her parents or guardians in acquiring a protection program. The only requirement we make is that each student returns the envelope to his/her teacher regardless of your intent to participate in the insurance program.

## **ATTENDANCE, ABSENCES, AND TRUANCY**

### **Absences**

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

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

The Board considers the following to be excused absences:

- Illness or injury as documented in writing by a parent/guardian/guardian or physician
- School sponsored or mandated absence
- Required court attendance
- Medical and dental appointments
- Death in the family
- Observation or celebration of a bona fide religious holiday
- Planned extended absences (i.e. college visits, etc.)
- Absences approved by the Superintendent under RSA 193:1, 1(c)
- Absences as a result of waivers from the Superintendent for alternative learning plans under RSA 193:1.1(h)
- Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

A parent/guardian seeking to have their child absent for a reason that is not otherwise excused may file a written request with the Principal that specifies why the student will be absent and for how long. The Principal will make a determination as to whether the stated reason for the student's absence constitutes sufficient reason for granting an exception to the Policy. The Principal will notify the parent/guardians of his/her decision. If the Principal determines that an exception to the Policy is not warranted, the parent/guardians may request a conference with the Principal to request that the Principal reconsider his/her initial determination. The Principal's decision shall be final.

## **Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. After receiving approval from the Principal, parent/guardians are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parent/guardians and the student regarding homework completion.

Building Principals are responsible for developing Student Handbooks, which will include rules based on this Policy regarding student absences, excuses and truancy. These rules will apply to all students.

## **Truancy**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitute habitual truancy.

Under New Hampshire law, habitual truancy is a ground for filing a CHINS petition in the local district court.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Principal's designee is hereby designated as the District employee responsible for overseeing truancy issues.

## **Intervention Process to Address Truancy**

The Principal or Principal's designee shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as quickly as possible.

When the Principal or Principal's designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parent/guardians, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigating the cause(s) of the student's truant behavior;
2. Considering, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involving the parent/guardians in the development of a plan designed to reduce the truancy;
4. Seeking alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

## **Parent/Guardian Involvement in Truancy Intervention**

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

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

Please refer to the Windham School District Policy, "Student Attendance, Absences, and Truancy, JH" in the School Board Policy Section at <http://www.windhamsd.org/schbdinfo/policytoc.cfm>.

## **ABSENCE NOTIFICATION**

In order for the school and parents to know the location of students during the school day, a child Telephone Safety Program is in effect. **If your child is going to be either late or absent from Golden Brook School, PLEASE call us at (603) 898-9586, Option 9 or you may email or text a message to gbsattendance@windhamsd.org.** The answering service is available all day. The Nurse's Office will call the families from whom we have not heard in the event of an uncalled absence. To make this safety program work, we need everyone's cooperation. **PLEASE REMEMBER TO CALL!**

We encourage families to take vacations during school vacations. Taking students out of school for several days in a row or longer, presents a variety of problems. It is very difficult for students to make up work, and in some cases, it is impossible to make up work that has taken place during class time. Students will be given the same number of days to make up their work as they have missed, unless other arrangements have been made with the teacher.

Unauthorized absence from school is considered **truancy** and will be treated as such. See RSA 193:1,2,7.

## **CLASSROOM PARTIES**

Golden Brook School has three (3) planned classroom parties each year. We request that only parents who have been asked by the classroom teacher to volunteer attend the classroom party.

1. Halloween Party — Friday, October 28, 2011  
Kindergarten Halloween Party — Monday, October 31, 2011
2. Holiday Party — Friday, December 23, 2011
3. Valentine's Day Party — Tuesday, February 14, 2012

Classroom parties are held from 12:45-2:15 p.m.

AM Kindergarten classroom parties are held from 10:00-11:00 a.m.

PM Kindergarten classroom parties are held from 1:15-2:15 p.m.

## **DELAYED OPENING**

In the event that we have a delayed opening due to inclement weather, Golden Brook classes will start 90 minutes later (10:00 a.m.). School busses will also run their routes 90 minutes later than normal in the morning. You may tune in to local radio and television stations from 6:00 to 7:00 a.m. for delayed opening or no school announcements.

## **KINDERGARTEN EARLY DISMISSAL PROCEDURES**

The Kindergarten dismissals are an extremely busy time in the classrooms.

Kindergarten students in the morning session **will not** be dismissed from their class after 10:45 a.m.

Kindergarten students in the afternoon session **will not** be dismissed from their class after 2:30 p.m.

## **EARLY DISMISSAL**

When your child is going to be dismissed before the end of the regular school day, you must send a note to the child's teacher.

If your child is being picked up at 3:00 p.m. — send your child to school with a note. Do not come to the office. At 3:00 children will be escorted out the back gym door where they will be dismissed to parents.

The Golden Brook School office is extremely busy between 2:30 and 3:20 p.m. For this reason, students will not be dismissed from the office after 2:30 p.m. This practice is being implemented to ensure the safety of all students. If you are going to pick up your child at school, you must come to the office before 2:30 p.m. or wait in the Early Dismissal line behind the school where students are dismissed out the gym doors at 2:55 p.m.

If your child is being dismissed before 2:30 p.m. — Come directly to the office to sign-out. Your child will be called to the office to meet you there. Please do not go directly to the classroom.

### **VISITORS**

All visitors **MUST** come to the office when entering the building. We have a sign-in sheet and visitor passes in the office.

### **FIELD TRIPS**

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

### **LOST & FOUND**

There is a Lost and Found area across from the office. If your child has lost an item or an article of clothing, have him/her check this area or come in and check on your own. We usually have a large pile of unlabeled clothing that is never claimed. Periodically, unclaimed clothing is sent to a charitable organization.

### **CLASS LISTS**

Students are assigned to homerooms at the end of each school year. Parents are notified of upcoming assignments in June, and students have the opportunity to visit new teachers and classmates they will have the following year. Entering kindergarten and first graders are assigned during the summer, and lists are posted in late August.

All new students to Golden Brook School may visit their classroom teacher the day before school begins during the hours of 2:00 – 3:00 p.m.

### **STUDENT CONFIDENTIALITY**

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

### **CLOTHING**

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

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

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

Please refer to the Windham School District Policy, "Student Dress Code, JICA-R" in the School Board policy section <http://www.windhamsd.org/schbdinfo/policytoc.cfm>.

## **FOOD SERVICE**

### **Student/Adult Account Policy**

**Philosophy:** The goal of The Abbey Food Service Group is to provide delicious, nutritious, high quality meals to all students and staff of every school we represent. The meals are provided at very reasonable prices for those who pay the full price and are subsidized by the USDA for families qualifying free or reduced meal benefits. We enforce the following guidelines to ensure a sound fiscal program.

1. No balance in arrears shall be allowed beyond the limit of two [2] lunches.
2. Written notification, Zero-Balance, is sent home with the student when the account balance is less than zero.
3. Phone notification, Minus-Balance, is initiated to the parent or guardian, when there is a negative balance equal to or beyond two charged meals.
4. With no response, and within the guidelines of reasonable fiscal restraints, the school and parent or guardian is then notified that the student is to be refused services provided by The Abbey Group.

\*We recommend using the Meals Plus online payment feature: <http://www.abbeygroup.net>.

You can access the lunch menu at <http://www.windhamsd.org/lunch.cfm> *or* <http://www.abbeygroup.net/schoolmenus/october> (or the current month).

### **Student Accounts**

The Food Service program uses the Meals Plus computer point of sale system to track student account transactions. Meals Plus allows users to make on-line payments, view purchase history, and receive low balance notification for a low transaction fee. Please visit our website at <http://www.abbeygroup.net> for more information. Student accounts must maintain a positive balance. We recommend using the Meals Plus on-line payment feature to deposit funds or send a check directly to the cafeteria the first of the week. Please mark your student's name and or account number clearly. Temporary debit cards for Golden Brook School students with the student's school food service tracking number will be issued the first week of school. This number will be used to track the student's account transactions throughout the year. A detailed report may be requested at anytime. *Snack beverages, additional entrées or other a la carte purchases may be purchased on accounts in good standing.* To **prohibit or limit** a la carte purchases please call the Golden Brook School cafeteria at (603) 898-9586, x20 or you may email them at [goldenbrook@abbeygroup.net](mailto:goldenbrook@abbeygroup.net).

### **Emergency Lunch Policy**

All accounts are subject to the Student/Adult Account Policy. However, students will be allowed two meals on an emergency basis [lost or forgotten money]. If an account is not brought into good standing, students will receive up to two emergency lunches consisting of a sandwich and milk. A 75¢ charge will be applied for each emergency lunch. Students will forfeit all meal privileges if an account remains in a negative balance. Zero account balance notification letters are sent home weekly. Please remit payment promptly so that your child may continue receiving the daily menu selection. If you have any questions regarding your child's account please call the Golden Brook School cafeteria at (603) 898-9586, x20 or you may email them at [goldenbrook@abbeygroup.net](mailto:goldenbrook@abbeygroup.net).

### **Beverage Policy**

Milk is included in the price of all school meals. Students with free or reduced meal benefits are reminded that milk is only included with a complete meal otherwise a la carte prices apply.

### **Closing Statement**

If at any time you have any questions or comments, please contact your school and ask for the **Food Service Supervisor**, Terri Pimentel at (603) 537-2407 or Golden Brook School Kitchen at (603) 898-9586, Option 20.

You may also contact Scott Choiniere, Vice President of Operations at 802-933-4747 or visit our website: [www.abbeygroup.net](http://www.abbeygroup.net). We value our customers and always appreciate your comments.

### **RECESS**

The students will have a 20-minute recess prior to lunch. They will go outside unless the weather is inclement or the temperature/chill factor is below 15 degrees. Please see that your child is dressed appropriately for the weather conditions. When there is snow on the ground, students must be wearing both boots and snow pants in order to be allowed on snow-covered areas.

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

### **TRADING CARDS, ELECTRONIC DEVICES, AND VALUABLE/SPECIAL BELONGINGS**

Trading cards and electronic devices are not allowed at school. Trading cards include cards such as baseball cards, Pokemon, and Yugio. These cards often cause conflicts among students and are a major distraction at school. Electronic devices include iPods, handheld electronic games, CD players, and video recorders. Thank you for not sending them to school with your child.

### **VACATIONS**

There are three major vacations — December Holidays, Winter Vacation in February, and Spring Vacation in April. There is also a 2-day recess at Thanksgiving.

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### **DROP-OFF & PICK-UP POLICY**

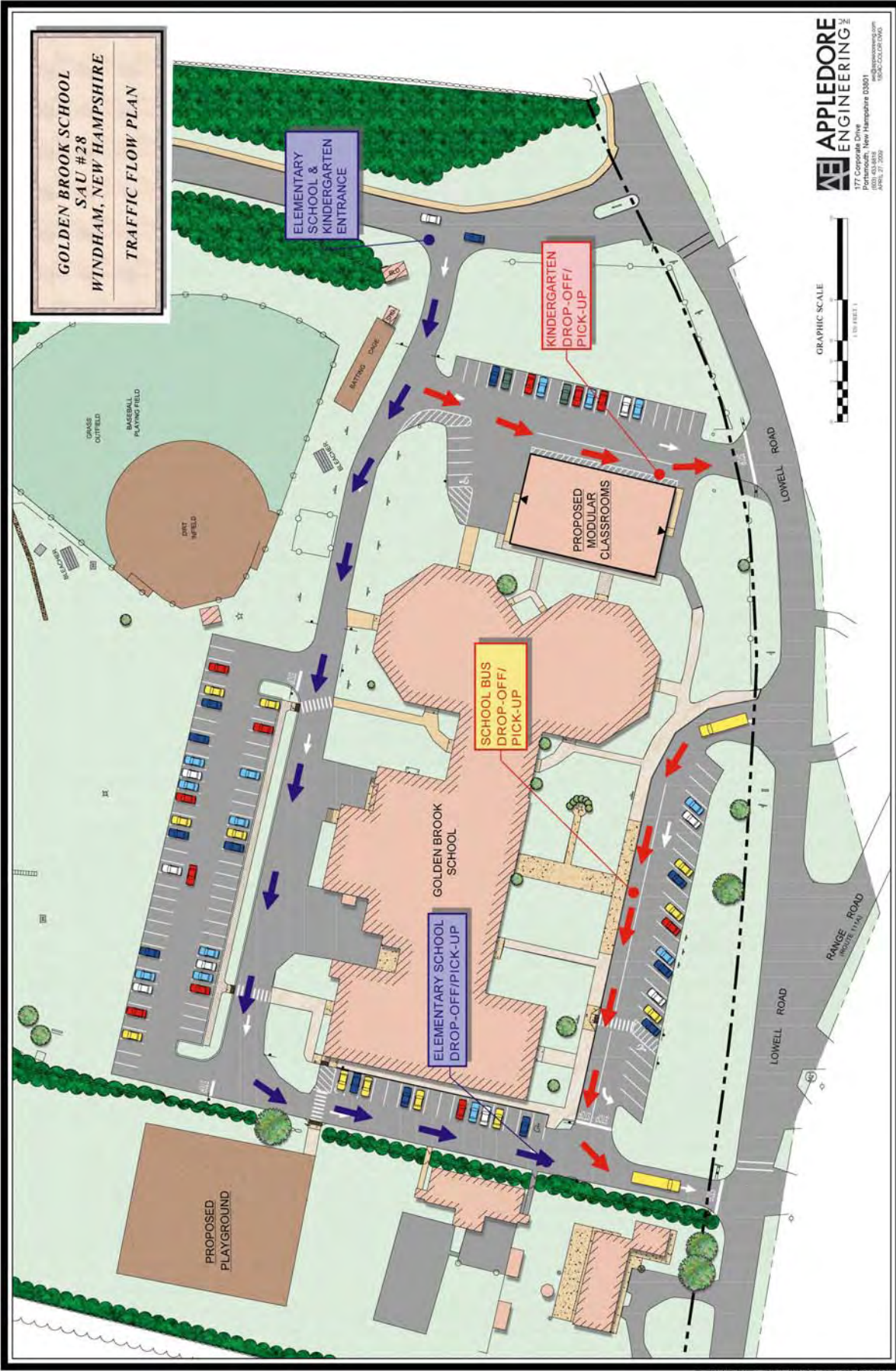
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Golden Brook School has established a policy for safely dropping off your child or picking up your child at school. From 8:30 a.m. to 8:45 a.m., the front parking lot/driveway must remain clear for busses. In order to keep the students safe, please adhere to the following policy when dropping off your child. Staff members are required to enforce these rules for the safety of our students.

- **Drop off begins at 8:30 a.m. No student may be dropped off before that time.**
- A staff member must be present at the drop off location before students are allowed to exit their vehicle. Do not allow your child to exit the car if there is no staff member present.
- Students must exit the vehicle on the playground/walkway (driver) side of the vehicle toward the staff member. For safety reasons, students are not allowed to exit the vehicle on the passenger's side.
- Car drop off times are from 8:30 a.m. to 8:45 a.m. After 8:45 a.m., you may pull into the front driveway, as the busses will have cleared.

### **Mid-day Kindergarten Pick-Up and Drop-Off:**

- AM Kindergarten students will be dismissed at 11:15 a.m. Please follow the kindergarten traffic flow as designated on the map (see next page).
- PM Kindergarten students should be dropped off at 12:15 p.m. No students may be dropped off before that time.



## PICK-UP - Referred to as early dismissal time (2:55 pm)

If your child is being picked up from school, it is referred to as “early dismissal.” There are several early dismissal possibilities. Please read them carefully and follow the procedures outlined. **They are designed to ensure your child’s safety.**

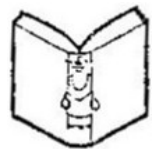
- If your child is being dismissed before 2:30 p.m., you must come in to the main office to sign out your child. The office staff will call your child to the office to meet you. **Please do not go directly to the classroom.**
- If someone other than the parent/guardian is dismissing your child before 2:30 p.m., we must have a signed note from the parent/guardian stating who that person will be. The office staff will ask the person dismissing your child for identification such as a driver’s license.
- **There will be no dismissals from the office after 2:30 p.m.** All early dismissals after 2:30 p.m. will take place through the regular early dismissal process at 2:55 p.m. (see below).
- The regular early dismissal process will begin at 2:55 p.m. If your child is being picked up at this time, you must send in a dated note to your child’s teacher stating that he/she will be early dismissal on that day. If someone other than the parent/guardian is picking up your child, you must write that person’s name in the note.
- The early dismissal students will be dismissed from the back door of the gym at 2:55 p.m. Please drive through the side parking lot on the north side of the school and form two lines at the back of the building. Students will be supervised and dismissed to you there. Anyone other than parents/guardians picking up students should be prepared to show their driver’s license as a picture ID.
- No child will be sent out to early dismissal without a written note from their parent/guardian.

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## PARENT/TEACHER CONFERENCES & REPORT CARDS

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Conferences are scheduled at the end of first and third quarter marking periods. Parents and teachers will schedule a Conference time to review a child’s progress and receive a report card for the quarter. The first Conference is in mid-November and the second in mid-April.



**Note:** No babysitting services are provided during the conferences. **Please do not** bring children to conferences as the teacher will be discussing your child with you. Children are not permitted to be in the Book Fair during conferences unless supervised by a parent/guardian.

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## PROGRESS REPORT

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The academic year is composed of 180 days that are divided into four quarters of 45 days each. Report cards are handed out at 1<sup>st</sup> and 3<sup>rd</sup> quarter conferences. Report cards are sent home at the completion of the 2<sup>nd</sup> quarter in an envelope that must be signed by the parent/guardian confirming that the report card had been received. Fourth quarter report cards will be mailed home.

The purpose of the report card is to give you information on your child’s progress in school. While our main concern is with academic matters, we are, in fact, aware of the need to consider all aspects of each child’s development (physical, social, emotional, and psychological growth).

Although we expect to provide a reasonable amount of description through this report, we must acknowledge the effectiveness of parent-teacher conferences where fuller exchange of information can transpire.

In our attempt to recognize the infinite variety of growth patterns of children, we recognize that each child is an individual and progresses at a rate of learning commensurate with this ability. Each child will be graded upon his/her progress at the level of work in which he/she is operating. ...“above”, “below”, or “at” grade level.

Comparison with other children or groups of children is not encouraged. Your child's elementary school years are often the most important years of his/her life. Your utmost cooperation is needed to insure the greatest degree of success.

<u>Grading System</u>	<u>Social &amp; Work Habits, Effort</u>
E - Excellent Progress	1 -Always
G - Good Progress	2 - Often
S - Satisfactory Progress	3 - Sometimes
L - Limited Progress	4 - Rarely

Please refer to the Windham School District Policy, "Grading, IKA" in the policy section of this handbook.

### **PROMOTION/RETENTION**

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

Initial information regarding the possibility of retention shall be gathered by the teachers and submitted to the principal. The principal will meet with the teachers and contact parents if retention seems to be a reasonable possibility. If it is a possibility, the principal will advise the parents and student by April 30. Parents will be asked to meet with the staff and the principal to discuss the issues. It is desirable that an agreement is reached by all parties and the decision will be reached at this meeting.

Failing to reach an agreement by June 15, the principal shall reach a decision and advise all parties concerned.

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

### **HOMEWORK**

It is recommended, at this level, that an acceptable time for assigned homework would be 10 minutes times the grade level. . . (Grade 1 -- 10 min., Grade 2 -- 20 min.).

Please refer to the Windham School District Policy, "Homework, IKB" in the policy section of this handbook.

### **SCHOOL AND PLAYGROUND**

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

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

### **POSITIVE BEHAVIOR DEVELOPMENT PROGRAM**

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

Our Positive Behavior Development Committee (PBDC) referral form will be used to document and communicate behavioral infractions in each marking period.

All minor infractions are filed with the classroom teacher. Three minor infractions require parent/guardian contact and the blue referral form will be sent home for parent/guardian signature and returned to the classroom teacher.

A "Think Sheet," which can be found on the reverse side of the blue referral form and should be completed by your child with your assistance. Please recognize that a school level consequence will be served and that the "Think Sheet" is an opportunity for your child to process and learn.

**Golden Brook Elementary School**

**PBDC Referral Form**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Referring Staff** \_\_\_\_\_ **Classroom Teacher** \_\_\_\_\_

**This Student was not** \_\_\_\_\_ **Safe** \_\_\_\_\_ **Responsible** \_\_\_\_\_ **Respectful** \_\_\_\_\_

**Location:**  classroom  cafeteria  bus dismissal area  
 playground  hallway  bathroom  
 bus  Other: \_\_\_\_\_

**Problem Behavior**  **administration intervention needed**

**Minor**

<input type="checkbox"/> inappropriate verbal language	<input type="checkbox"/> defiance/disrespect/noncompliance
<input type="checkbox"/> physical contact	<input type="checkbox"/> disruption
<input type="checkbox"/> property misuse	<input type="checkbox"/> inappropriate use of playground equipment
<input type="checkbox"/> pushing/pulling	<input type="checkbox"/> playing on stairs or loading dock
<input type="checkbox"/> throwing objects	<input type="checkbox"/> inappropriate behavior at bus dismissal
<input type="checkbox"/> playing tag on equipment	<input type="checkbox"/> mishandling food in the cafeteria
	<input type="checkbox"/> other: _____

**Major**

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

**Motivation**

<input type="checkbox"/> obtain peer attention	<input type="checkbox"/> obtain adult attention	<input type="checkbox"/> obtain items/activities
<input type="checkbox"/> avoid task/activities	<input type="checkbox"/> avoid work	<input type="checkbox"/> avoid peers
<input type="checkbox"/> avoid adults	<input type="checkbox"/> unclear/don't know	<input type="checkbox"/> other: _____

**Others involved**

none  peers  staff  other: \_\_\_\_\_  
 substitute teacher  bus driver  volunteer

**CONSEQUENCE**

**Minor:** Think Spot Date \_\_\_\_\_  **Already Served Think Spot**

**Major:** Administrator Consequence \_\_\_\_\_

Comments:

All minors are filed with the classroom teacher.

All majors require administrator intervention.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

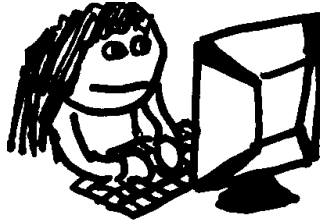
# Golden Brook School PBDC - "Think Sheet"

Please complete together with your child and return to your child's teacher.  
Your child may draw and/or write.

1. What rule(s) did you break? (Circle)



Be Respectful



Be Responsible



Be Safe

2. This is what I did.

3. This is what I wanted.

4. Next time I will...

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## BULLYING LANGUAGE FOR STUDENTS IN GRADES K-2

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### What is bullying?

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

### Our School's Anti-Bullying Rules

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

### Who is involved in bullying?

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

### What does it look or sound like?

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

### What does it feel like?

A person who is bullied feels helpless, sad, angry, nervous, and/or left out.

The Windham School District Policy, "Bullying: Pupil Safety and Violence Prevention Policy, JICBB" may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICBB>

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## PLAYGROUND RULES

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1. Do not play around the buildings and windows.
2. Do not walk or run up the slides.
3. No throwing rocks, sticks, or snowballs.
4. No playing on the rock wall.
5. No intentionally roofing equipment.
6. No playing on the stairs leading to the upper field.
7. No pushing/pulling.
8. No fighting.
9. No bullying/teasing (defined as repeatedly targeting one child)

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## SCHOOL BUS INFORMATION

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### BUS ROUTES

In mid to late August of each year, the school bus routes for all of our Windham students are printed in our local newspapers. Questions related to bus service may be answered by calling First Student Bus Company at (603) 893-1631 or Jan Fournier at 635-3005.

## **SCHOOL BUS RULES**

In order to assure the safety of all children riding our school buses, the Windham School District has adopted the following rules and regulations:

1. Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive and wait in a safe place, clear of traffic, and at least 10 feet away from where the bus stops.
2. Ride on the assigned bus
3. Sit in assigned seat properly
4. Wait at the assigned stop politely
5. Cross the street **IN FRONT** of the bus, when necessary
6. Stay in the seat and keep aisles clear when the bus is moving
7. Refrain from eating and drinking on the bus
8. Refrain from throwing things, fighting, or shoving
9. Do not reach out from or throw anything from the windows
10. Refrain from using loud, profane language or gestures
11. No littering or defacing of the bus
12. The emergency door must be used only for emergency
13. Students are to be respectful of both the driver and other students
14. Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.

**RECOMMENDED ACTION FOR MISBEHAVIOR**

It is the responsibility of the bus driver to report infractions to the principal/assistant principal, who has the authority to render a finding, which may result in a consequence. A record of the finding will be provided to both the parent and the bus company. School buses are equipped with recording devices. The privilege of riding the bus may be temporarily denied or permanently revoked if misconduct of a child would jeopardize the safe operation of the school bus or safety of the children riding the bus. The following actions may be taken:

1. The Principal/Assistant Principal will meet with the student to discuss the written complaint reported by the bus driver.
2. A written copy of the complaint will be sent to the parents, as well as a notation regarding a recommendation by the Principal/Assistant Principal for a warning or suspension of bus privileges.

In extreme cases, a student may be permanently denied use of the bus.

Please refer to the Windham School District Policies, “Student Conduct on School Buses, JICC” and “Student Rules and Conduct on the School Bus, JICC-R” in the School Board policy section at <http://www.windhamsd.org/schbdinfo/policytoc.cfm>.

**PBDC Bus Report**

**Name of Student:** \_\_\_\_\_

**Bus Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Person Reporting:** \_\_\_\_\_

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

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

Comments: \_\_\_\_\_

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

- A. Fighting
- B. Bullying/Teasing (as defined as repeatedly targeting one child).

## **CHANGING BUSES**

Occasionally, it is necessary for a student to ride a different bus or get off at a different stop for the purpose of childcare. Parents must send a note to the office, not to the bus driver, with the specific request and a bus pass will be issued by the school office. A bus pass is required even when a child is riding his/her own bus but getting off at a different stop. Visiting friends, going to scouts, etc. does not constitute an acceptable reason for changing buses, and permission will not be given.

Please provide the following information for a bus pass:

- Date
- Your child's name
- Your child's teacher
- Bus number your child is taking (please indicate the student's regular bus number and the bus number they are to ride on).
- Where they are going (for example, name/address, day care center)

**It is a rule of the Windham Schools that students who ride bicycles on school property MUST be wearing a helmet.**

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## **REPORTING CHILD ABUSE/NEGLECT — MANDATORY**

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New Hampshire Law (RSA 169-C:29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected **MUST** report the case.

The Windham School District Policy, "Reporting Child Abuse, JLF" may be viewed in its entirety at:  
<http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JLF>

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## SPECIALIST CURRICULUM

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The Golden Brook curriculum for transitional first, first, and second grade is supported by our Specialist Team of teachers in Art, Music, Physical Education, and Library. Our students meet weekly with our specialists to enhance their educational experience.

### **ART — 1 Class Period Each Week**

The emphasis of hands-on experience is supported with academic and historic art information. Students have ART once a week for a period of 40 minutes. Our first graders learn about the color wheel through paint mixing and experimenting with different art media. An appreciation of sculpture is introduced through the use of clays, papers, wood, and recycled materials. Second graders begin to build on their art knowledge with more complicated projects.



Our art teacher works closely with the classroom teacher to create multi-dimensional units encompassing several subjects, classes and/or grades. Art skills are used to support learning in other subjects.

### **MUSIC — 1 Class Period Each Week**



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

### **PHYSICAL EDUCATION — 2 Class Periods Each Week**

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



### **ADAPTIVE PHYSICAL EDUCATION**

Adaptive Physical Education is a program offered to students who may need extra time or help in the areas of physical, behavioral, or social skills. A student asked to participate in the program must first get parental consent and then may participate in an extra 20-minute class, once a week.

### **LIBRARY**

The school library provides materials that support the curriculum, taking into consideration the varied interests, abilities, and developmental levels of the students served. These materials provide information that stimulates growth in factual knowledge and literary appreciation. Since most learning occurs when information skills are linked to work in content areas, library staff work closely with classroom teachers to make the topics covered during library visits complement classroom activities. In addition, students are welcome to visit the library at any time convenient in their classroom during the day, not just during scheduled visits. Information skills covered at Golden Brook School include: organization of materials in the library, use of the on-line card catalog, how to decipher a call number and locate it on the shelf, types of materials available, and parts of a book. In addition, various genres, authors, and illustrators are introduced. (Library information continues on the next page.)

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

- Kindergarten, Transition & Grade 1 One book or magazine for one week
- Grade 2 Two books or magazines for one week
- Grade 3–5 Three books or magazines for two weeks
- Grades 6–8 Four books or magazines for four weeks

The Windham School District Policy, “Student Use of Library Materials, IJL-R” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectioni.htm#IJLR>

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## **SPECIAL SERVICE PROGRAMS**

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Golden Brook offers a variety of special education services and supports for our students with educational disabilities.. The School District has a Director of Special Services for SAU #28, located at the Office of the Superintendent, (603) 425-1976.

Golden Brook has a Special Education Coordinator and team of specialists to serve our students. Our team is made up of a Reading Specialist, Occupational Therapist, Resource Room Teachers, Intervention Tutors, Speech and Language Teacher, School Counselor, Inclusionary Coordinator, ESOL Teacher, School Nurse, Principal, School Psychologist, and Classroom Teachers.

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## **SPECIAL EDUCATION**

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

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

- Students with educational disabilities (ages 3-21) be identified and receive individualized education programs and services designed to meet their unique needs; and be provided access to general education curriculum.
- Students are entitled to receive these services in the Least Restrictive Environment, meaning to the maximum extent appropriate, they will be educated in regular classes with their non-disabled peers.
- Services are provided at no cost to their parents; and,
- Parents must be afforded certain procedural safeguards to ensure they are participants in the planning of their children's programs.

Special Education means "specially designed instruction" to meet the unique needs of a child with a disability. New Hampshire has a law (RSA 186-C), which closely mirrors and supports the IDEA and identifies ways in which New Hampshire will implement the Federal Law.

### **Who is Eligible for Special Education?**

Not everyone who has learning difficulties receives special education. It must be decided that he or she needs it. There are 6 steps to the special education process in New Hampshire.

1. Referral to the school team, where they decide what next steps need to be taken
2. Evaluation and assessment to determine the strengths and weakness and the type of disability a child has, and how it impacts the child’s learning and involvement in curriculum.
3. Determination by a team of people, including the parents, that the child meets both criteria:
  - a) The child has an educational disability which fits one of the 13 categories and
  - b) The child requires or needs special education because of that disability.
4. Once a student has been determined by the team to be eligible to receive special education, the

team then creates an Individualized Education Program (IEP).

5. Placement, or where the services will be implemented, is decided. The child must be educated with non-disabled peers to the maximum extent appropriate.
6. The IEP is monitored and progress is reviewed.

### **The IEP Team**

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

- the child's regular education teacher,
- a special education teacher,
- a representative of the school district,
- parents

Parents are very important members of this team. They assist the school professionals in identifying the tests or evaluations to be given. They attend meetings where the test results are explained and they take part in the decision of whether their child is entitled to special education. When it is determined that a child requires special education, parents help to identify the educational goals that their child will achieve in a year's time, and where the services will be done. In making this decision, the IEP Team has an obligation to review a continuum of services to ensure that students are being educated in the least restrictive environment, with their non-disabled peers.

During the special education process, parents are asked to sign documents indicating their consent. They are given "Procedural Safeguards" which detail all the rights given to parents of children with disabilities. Services can only be started (or changed) with parents' consent. Parents receive information about the progress their child is making toward the IEP goals, during the school year.

### **For More Information:**

Whenever parents have questions or concerns about special education or their child, they can go to the teacher, the special education teacher, the district special education director or coordinator or the principal for assistance.

Windham Schools  
Leighana Kenney, Special Education Coordinator  
537-2436

SAU #28  
Tina McCoy, Special Education Director  
425-1976

SAU #28  
Preschool Services  
Margaret Rugg, Preschool Coordinator  
537-9737

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## **CHILD FIND**

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All children have a right to a free, appropriate public education regardless of the type or severity of disability. Both federal and state laws guarantee these rights. The Individuals with Disabilities Education Act (IDEA) requires that school districts make an effort to locate and identify children with educational disabilities in order to provide them with appropriate special educational services. The Windham School District is looking for children, from birth to 21 years of ages, who may have an educational disability and who are not presently being served. Golden Brook School currently has an in-school referral process. Referrals can be made by either parents or teachers. If you are concerned about your child's vision, hearing, speech, coordination, or overall development, please contact Golden Brook School, 898-9586, to discuss the referral process in more detail.

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## **OCCUPATIONAL THERAPY**

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

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## **SPEECH & LANGUAGE**

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Speech and language services are offered to those students whose difficulties impact their educational development. Problem areas often include difficulty with memory and comprehension of language, oral expression, written language formulation, speaking fluency, sound production and sound awareness skills, and hearing impairments. Students may enter the program at the request of parents, teachers, and other professionals. They will receive a speech and language screening or evaluation to determine program eligibility and identify individual needs. Services may occur within the classroom or through small group sessions outside of the classroom.

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## **RESOURCE ROOM SERVICE**

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We have a resource room teacher assigned to each grade level. Teachers are responsible for working with students who have been identified as educationally disabled according to State and Federal Guidelines. They are available to consult with classroom teachers, and to varying degrees, work within the classroom with students in small groups to whole class settings. In addition, students may be provided with support through small group support in the resource room. Resource room teachers work closely with other specialists to be sure all the needs of the students are met. They are part of a multi-disciplinary team involved with the assessment and identification of students with educational disabilities.

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## **SCHOOL NURSE**

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We have a full time nurse in our health room to assist students with medications, treat injuries, and provide checks of height, weight, vision, hearing, and pediculosis.

The following regulations will be adhered to:

- ◆ All children must have proof of a physical prior to entering school (State Law-RSA141-C:20)
- ◆ All children must have updated immunization records (State Law- RSA141-C:20)
- ◆ Any child who takes medication in school must meet all stated requirements (State Law-326:5)
  - a) A written order from the physician allowing the nurse to give the medication during school.
  - b) A written order from the parent allowing the nurse to give such medication during school.
  - c) Medication **MUST** be in the prescription bottle or original container.
- ◆ **NO MEDICATION**, including Tylenol, cold tablets, cough drops, and other non-prescription items may be brought to school **UNLESS** the above requirements (b and c) have been met. Medications must be brought to school by the parent. Students are not allowed to bring them on the bus.
- ◆ Any child found to have pediculosis (head lice) will be excluded from school.

### **Recommended Guidelines for Exclusion Times:**

We are often asked about the time students with communicable diseases should be excluded from school.

Chicken Pox	7 days after rash onset or until lesions have crusted over
Conjunctivitis	24 hours after starting topical antibiotics
Hepatitis A	7 days after jaundice onset
Impetigo	48 hours after beginning therapy
Measles	4 days after rash onset
Mumps	9 days after onset or until swelling is gone
Pertussis	7 days after starting antibiotics
Rubella	4 days after rash onset
Scabies	24 hours after curative therapy
Strep pharyngitis	24 hours after starting antibiotics

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

### ***SCHOOL GUIDELINES FOR STUDENT ILLNESS***

**PLEASE CALL THE SAFETY LINE TO REPORT EACH DAY'S ABSENCE OR IF YOUR CHILD WILL BE TARDY — Call 898-9586 then Option 9 OR SEND AN EMAIL OR TEXT TO [gbsattendance@windhamsd.org](mailto:gbsattendance@windhamsd.org)**

The cold and flu season has arrived and Golden Brook School would like your assistance in keeping students and staff healthy.

1. Please do not send your child to school if they have vomited that morning or the night before.
2. Your child must be fever free (temperature under 100°) for 24 hours before returning to school.
3. Children with a new active cough should remain at home. If your child has a cough and fever, they should be seen by their doctor. If you send in cough drops with your child, they must remain in the Health Room.
4. All students are expected to go outside for recess. School policy states that exceptions are made only at the request of a physician.
5. If your child needs to take medications at school, please send in a signed note with the child's name, grade, teacher, the time, and amount to be taken. The medication must be in the original container. If it is a prescription medication, the pharmacy can provide a second bottle to be left at school.

If all families follow these guidelines, we will reduce the number of students and staff with illnesses.

## Immunizations

New Hampshire State law requires all children to have a physical examination before entering school. All physicals must be dated no earlier than September 1, 2010. Any information made available regarding allergies, physical disabilities, and so forth, would become part of your child's record.

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

Acceptable immunization includes:

- Four doses of DTP/DT/DtaP/TD, 4<sup>th</sup> dose on or after the 4<sup>th</sup> birthday, or five doses.
- Three doses of Polio Vaccine, with the last dose after the fourth birthday of an all IPV or all OPV schedule; or four doses of any combination of IPV and OPV regardless of age of administration.
- Two doses of measles, mumps, rubella (MMR) on or after 12 months of age.
- Dose 2 at least 28 days after the first dose.
- Three doses of Hepatitis B (required if born on or after January 1, 1993). Dose 1 and 2 separated by at least 28 days. Dose 3 shall be administered on or after age 24 weeks and be separated by a minimum of 16 weeks from the first dose and 8 weeks from the second dose.
- Two (2) doses of varicella or varivax vaccine (chicken pox) given on or after the age of 12 months. Dose two (2) at least 3 months after the first dose.

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

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

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

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

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## LITERACY SUCCESS

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This program is designed to aid students who may have a need for help in Reading and/or Math. Intervention Tutors meet with students on a regular basis and help strengthen skills learned in the classroom.

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## GUIDANCE & COUNSELING

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

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

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

The Guidance Department can assist parents with behavior management, school progress conference with teachers, family problems, social adjustment, and arranging resources.

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

All information shared in a counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and a professional duty not to divulge information learned in a private interaction unless there are special and compelling circumstances, or a legal mandate to do so. Specifically, counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; to warn potential victims of intent to harm. Counselors are also required to uphold all school rules and school district policies, including those related to school conduct. All counselors in SAU #28 are trained and certified professionals who adhere to the ethical standards of the American School Counselor Association.

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## READING SERVICES

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The Reading Specialist at Golden Brook monitors the school's reading program and materials, as well as student progress. She works with individual teachers and students to support the development of strong reading and writing skills.

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

Our curriculum includes the use of a the StoryTown Literacy Program. A strong phonetic strand is included within a literature based, integrated language arts program.



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## INCLUSIONARY PROGRAM

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The Inclusion Program at Golden Brook School serves students with disabilities who have mild to moderate cognitive deficits with a variety of medical, physical and/or emotional needs. The children range from 6 to 8 years of age, and all are fully integrated with their peers. Many of the children have individual assistants who help support them throughout the school day. The program offers parental support while focusing on the individual needs of each child as they progress through the grade level curriculum.



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## RESPONSE TO INTERVENTION (RtI)

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### Introduction

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting.

These laws emphasize the importance of providing high quality, scientifically based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students.

This process of providing interventions to students who are at risk for academic or behavioral problems is called Response to Intervention (RtI).

### What is RtI?

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

### What are the Benefits of RtI?

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

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

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

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

### What is the RtI Process?

The RtI process typically has three tiers. Each tier provides differing levels of support.

- ◆ In Tier I, all students receive high quality curriculum and instruction in the regular education classroom. The teacher assists all learners.
- ◆ In Tier II, the school provides interventions to students who need more support than they are receiving from the general curriculum.
- ◆ In Tier III, students are given more intensive individual instruction.

### What Questions Might Parents Ask About RtI?

- ◆ What curriculum is being taught in my child's classroom?
- ◆ What are the targeted interventions that my child's school is using if he/she is struggling in the classroom?
- ◆ How will I be informed of the progress my child is making?

- ◆ What happens if an interventions is not working?

### **How can Parents be Involved?**

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

### **What if my Child Needs Special Education?**

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

### **How Can I Learn More?**

Learn more about RtI online at:

<http://www.rti4success.org>

<http://www.rtinetwork.org>

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## **TITLE I — PARENTS RIGHT-TO-KNOW**

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

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

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

- ◆ Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction,
- ◆ Whether the teacher is teaching under emergency or other professional status that the State has waived;
- ◆ The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- ◆ Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Additional Information:**

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

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

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## **ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)**

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

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) state and Windham School District Policy, “Student Records Policy, JRA” guides the maintenance, custody, and access of educational records. A copy of the district’s policy is available by contacting the main office, the SAU, or through <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JRA>.

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

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

### **Non-Custodial Parents**

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

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## PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE

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PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Windham School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Windham School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Windham School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Windham School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

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## COMMUNITY INVOLVEMENT

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

P.T.A. WEBSITE ADDRESS: [www.windhampta.org](http://www.windhampta.org)

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

### **PARENT VOLUNTEER PROGRAM**

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

### **AFTER SCHOOL ACTIVITIES**

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

The Windham area also offers a number of private day care centers for both before and after school child care. Included below are just a few centers which are available, and for which school bus transportation is provided. Other centers are also located in the area, but do not include transportation.

1. Early Years Child Care (432-0026)
2. J.P. Kids (432-5010) - Cheryl Bracken, Director
3. Kiddie Academy (882-5434)
4. Magical Beginnings (437-0787)
5. Windham Cooperative Kindergarten (893-3069)
6. The Windham Learning Tree (965-3484)
7. Champions After-School Program is located at Golden Brook School. Further information may be obtained on their web site: [www.discoverchampions.com](http://www.discoverchampions.com) or you may contact them at 553-7833.



# **Windham School District Policies**

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## WINDHAM SCHOOL DISTRICT POLICIES

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### **Bullying: Pupil Safety and Violence Prevention Policy — JICBB**

The Windham School District Policy, “Bullying: Pupil Safety and Violence Prevention Policy, JICBB” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICBB>

### **Hazing — JICFA**

The Windham School District Policy, “Hazing, JICFA” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICFA>

### **Sexual Harassment — JBAA**

The Windham School District Policy, “Sexual Discrimination, JBAA” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JBAA>

### **Tobacco Products Ban; Use and Possession in and on School Facilities and Grounds — JICG**

**Use of tobacco products strictly prohibited in/on all school facilities and/or grounds.**

The Windham School District Policy, “Tobacco Products Ban; Use and Possession In and On School Facilities and Grounds — JICG” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICG>

### **Drug and Alcohol Use by Students — JICH**

The Windham School District Policy, “Drug and Alcohol Use by Students, JICH” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICH>

### **Dangerous Weapons or Look Alikes in the Schools**

The Windham School District Policy, “Dangerous Weapons on School Property, JICI” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICI>

### **Student Searches — JIH**

The Windham School District Policy, “Student Searches, JIH” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JIH>

### **Grading — IKA**

The Windham School District Policy, “Grading, IKA” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectioni.htm#IKA>

### **Homework — IKB**

The Windham School District Policy, “Homework, IKB” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectioni.htm#IKA>

### **Student Attendance, Absences and Truancy**

The Windham School District Policy, “Student Attendance, Absences, and Truancy, JH” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JH>

### **Student Conduct on School Buses**

The Windham School District Policy, “Student Conduct on School Buses, JICC” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICC>

### **Student Rules and Conduct on the School Bus**

The Windham School District Policy, “Student Rules and Conduct on the School Bus, JICC-R” may be viewed in its entirety at: <http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICC>

### **Student Dress Code**

The Windham School District Policy, “Student Dress Code, JICA-R” may be viewed in its entirety at:  
<http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JICA>

### **Food Allergy Guidelines**

The Windham School District Policy, “Food Allergy Guidelines, JICA-R” may be viewed in its entirety at:  
<http://www.windhamsd.org/schbdinfo/policy/sectionj.htm#JLCAR1>

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## GOLDEN BROOK FACULTY & STAFF

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**2011-2012**

**Principal** — Mrs. Debra Armfield

**Assistant Principal** — Mrs. Christi Michaud

**Classroom Teachers:**

Kindergarten — Ms. Hills, Mrs. Iannuzzi, Ms. Katsohis, Mrs. Maroon, Mrs. McCrevan, Mrs. Pappalardo

Transitional First — Mrs. Cove

Grade 1 – Mrs. Bamberg, Mrs. Covey, Mrs. Dubuque, Ms. Gaw, Mrs. Guessetto, Mr. Hachey, Mrs. Landry,  
Mrs. Marinelli, Mrs. Prugnarola, Mrs. Rattigan, Mrs. Tanguay

Grade 2 – Mrs. Barry, Mrs. Clemons, Mrs. Connors, Ms. Gilbert, Mrs. Martin, Mrs. Michaud, Ms. Morris,  
Mrs. Morrison, Ms. Renda, Ms. Tewksbury, Ms. Vaiknoras

Grade 3 – Mrs. Carleton, Mrs. Doherty, Mrs. Finch

**Specialists:**

Art Teacher — Ms. Proulx

Physical Education Teachers — Mrs. Putnam, Mr. Bartlett

Music Teacher — Mr. Graff

Librarian — Mr. Burdette, Mrs. Smith

Technology Integration Facilitator — Mrs. Hathway

**Special Services:**

School Counselor — Mrs. Hunt, Mrs. Serra

Reading Specialist — Mrs. Rotondi

Inclusionary Coordinator — Mrs. Thornton

Speech & Language Teachers — Mrs. Ivey/Miss Kite

Occupational Therapists — Mrs. Morrison/Mrs. Purcell

Special Education Teachers — Ms. Barrell, Mrs. Bedard, Mrs. Palmer, Mrs. Rogers

Intervention Tutors — Mrs. Donegan, Mrs. Dorman, Mrs. Katsekas

ESOL – Mrs. Allen

RTI — Mrs. MacDonald

**Support Staff:**

Administrative Assistant — Mrs. Mucci

Secretary — Mrs. Bert

School Nurses — Mrs. Rocheleau

Nurse Assistant – Suellen Leischner

Instructional Assistants: Carollee Beauchesne, Donna Belanger, Dona Billing, Kathy Bruzzese,  
Judiann Burzlaff, Cynthia Caron, Betsy Couture, Nancie Dallaire, Mary Jane Dennehy,  
Karen Flanagan, Susan Gerstenberger, Kristen Graff, Jeannette Haggerty, Carolyn Hanson,  
Ruth Harbilas, Donna Howard, Susan Jones, Donna Kobzik, Kim Krekorian, Suellen Leischner,  
Susan Marsh, Cheryl Massie, Kaitlyn McLaughlin, Kathy Merchel, Nicole Moekel,  
Barbara Murphy, Linda Ouellette, Donna Peterson, Lisa Pignone, Pam Schaible, Lisa Smith,  
Carolyn Thompson, Lea Verrill

Custodians — Mr. Davis, Ms. Lecuyer, Mr. O'Connell, Mr. Wheeler

**SAU #28 Administrative Staff:**

Interim Superintendent — Dr. Henry LaBranche

Asst. Superintendent — Amanda Lecaroz

Business Administrator – Adam Steel

Human Resource Manager – Carolyn (Carol) St. Pierre

Director of Special Services — Tina McCoy

Special Ed Coordinator — Leighana Kenney

Technology Director — Terry Bullard

School Psychologist – Lauren Ricci

Director of Maintenance — Warren Billings

## WINDHAM SCHOOL DISTRICT CALENDAR

WHS New Teacher Orient  
New Teacher Orientation  
Opening Day Breakfast 8/29/11

Approved 4/5/11		2011-2012					Jaguar Camp-				
		M	T	W	T	F	M	T	W	T	F
August (1)	TW		TW	31			February (18)		1	2	3
September (21)	X	6	7	8	9	10	6	7	8	9	10
	12	13	14	15	16	17	13	14	15	16	17
	19	20	21	22	23	24	ER	21	22	23	24
	26	27	28	29	30		X	X	X		
October (20)	3	4	5	6	ER		March (19)	5	TW	7	X
	X	11	12	13	14	15	12	13	14	15	16
	17	18	19	20	21	22	19	20	21	22	23
	24	25	26	27	28	29	26	27	28	29	30
	31										
November (18)		1	2	3	4	5	April (16)	2	3	4	ER 6
	7	TW	9	10	X	11	9	10	11	12	13
	14	15	16	17	18	19	16	17	18	19	20
	21	22	ER	X	X	X	X	X	X	X	X
	28	29	30				30				
December (17)				1	2	3	May (22)	7	1	2	3
	5	6	7	8	9	10	14	8	9	10	11
	12	13	14	15	16	17	21	15	16	17	18
	19	20	21	22	23	24	X	22	23	24	ER
	X	X	X	X	X	X	X	29	30	31	
January (20)	X	3	4	5	6	7	June (8)	4	5	6	7
	9	10	11	12	13	14	11	12	S	S	S
	X	17	18	19	20	21	S	S	S	S	S
	23	24	25	26	27	28	S	S	27	28	29
	30	31									

September through January - 97 days

February through June - 83 days

**\*\*There will be a Presidential Primary in January\*\***

August 29 - 30	Teacher In-Service	January 16	Martin Luther King, Jr. Day
August 31	First Day for Students	January 20	End of Marking Period
September 5	Labor Day	February 20	Early Release Day
October 7	Early Release Day	Feb 27-Mar 2	February Vacation
October 10	Columbus Day	March 6	No School- Teacher In-Service
November 4	End of Marking Period	April 5	Early Release Day
November 8	No School – Teacher In-Service	April 6	End of Marking Period
November 11	Veteran's Day	April 23-27	April Vacation
November 23	Early Release Day	May 25	Early Release
November 24-25	Thanksgiving Recess	May 28	Memorial Day Celebrated
Dec 26 - Jan 2	Winter/Christmas Vacation	June 12	End of Marking Period

180 Required Instructional Days—June 12, 2012  
S = 10 Required Snow days

ER indicates Early Release Day for Students  
□ Indicates end of marking period  
TW indicates Teacher Workshop Days/No School for students