



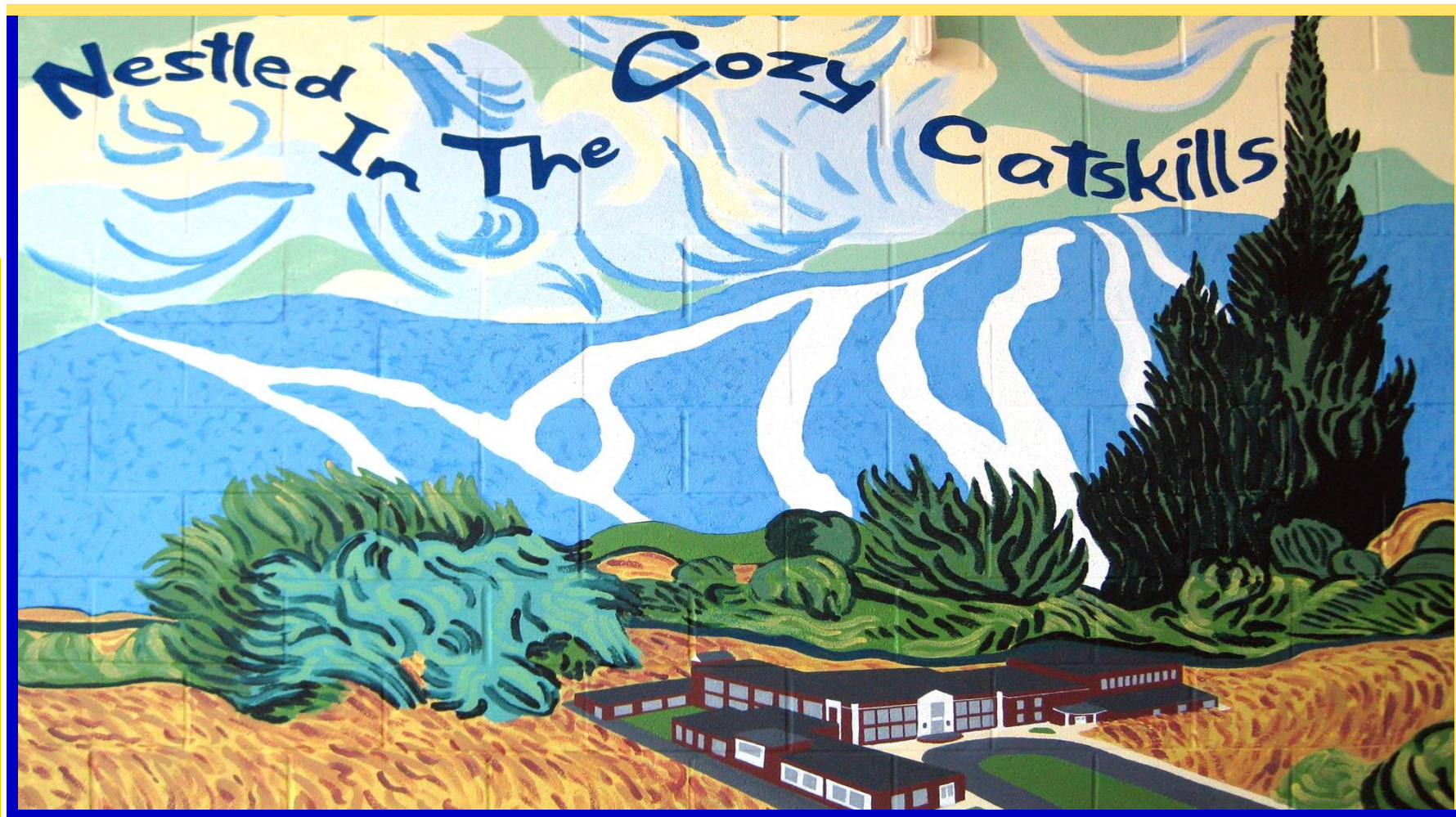
# WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL

PO Box 429, 5411 Main Street

Windham, New York 12496

Phone: 518-734-3400 Fax: 518-734-4627

## 2017-2018 Calendar and Guide



Picture by: Dan Yolen, Rayven Pearsall & Alyssa Neelin

# School Calendar

WINDHAM-ASHLAND-JEWETT CSD  
WINDHAM, NY  
2017 – 2018

SCHOOL CALENDAR  
HOLIDAYS & CONFERENCE DAYS

SEPTEMBER				
M	T	W	TH	F
H	C	C	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	H
13	14	15	ED	17
20	21	ED	H	V
27	28	29	30	

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	ED
H	V	V	V	V

JANUARY				
M	T	W	TH	F
H	2	3	4	5
8	9	10	11	12
H	16	17	18	19
R	R	R	R	26
29	30	31		

September 4 Labor Day Holiday (No School)  
September 5-6 Superintendent's Conference Days (No Students)  
September 7 Classes Begin-All Students  
October 9 Columbus Day Holiday (No School)  
November 10 Veterans Day Holiday (No School)  
November 16 Early Dismissal – 10:30AM  
November 22 Early Dismissal – 1:00 PM (Emergency Drill)  
November 23-24 Thanksgiving Recess (No School)  
December 22 Early Dismissal – 10:30 AM  
December 25 - Holiday Recess (No School)  
January 1  
January 15 MLK Holiday (No School)  
January 22-25 Regents Exams  
February 19 President's Day Holiday (No School)  
February 20-23 Winter Recess (No School)  
March 14 Early Dismissal – 10:30 AM P/T Conf.  
March 26- April 2 Spring Recess – No School  
April 11-13 NYS 3-8 ELA Assessments  
May 1-3 NYS 3-8 Math Assessments  
May 11 Superintendent's Conference Day (No Students)  
May 28 Memorial Day Holiday (No School)  
June 5 Regents Exam  
June 12-21 Regents Exams  
June 22 Regents Rating Day  
June 22 Commencement 6 p.m.

DAYS IN SESSION

September	19
October	21
November	19
December	16
January	21
February	15
March	17
April	20
May	22
June	16
<b>TOTAL</b>	<b>186 days</b>

Emergency/Snow Days = 6

Regular BOE Meetings are held monthly on the 2<sup>nd</sup> Thursday at 7:00 PM except in May when the meeting will be held on May 18<sup>th</sup>.

Audit Finance Committee Meetings are held on the night of the regular BOE meeting at 6:15 PM.

Additional Superintendent Conference Days will be scheduled as needed.

BOE Approved on June 8, 2017

Calendar and meeting schedule subject to change

FEBRUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
H	V	V	V	V
26	27	28		

MARCH				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	ED	15	16
19	20	21	22	23
V	V	V	V	V

APRIL				
M	T	W	TH	F
V	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	C
14	15	16	17	18
21	22	23	24	25
H	29	30	31	

JUNE				
M	T	W	TH	F
				1
4	R	6	7	8
11	R	R	R	R
R	R	R	R	R
25	26	27	28	29

# 2017 / 2018

## DIRECTORY

### SUPERINTENDENT

Mr. John Wiktoro jwiktoro@wajcs.org  
(518) 734-3400 ext. 1129

### DISTRICT CLERK

Mrs. Barbara Agostinoni bagostinoni@wajcs.org  
(518) 734-3400 ext. 1129

### ASSISTANT SUPERINTENDENT

Mrs. Tammy Hebert thebert@wajcs.org  
(518) 734-3400 ext. 1130

### BUILDING PRINCIPAL

Mr. David Donner ddonner@wajcs.org  
(518) 734-3400 ext. 1130

### BUILDING SECRETARY

Mrs. Christine Thorington chthorington@wajcs.org  
(518) 734-3400 ext. 1130

### DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

To Be Determined  
(518) 734-3400 ext. 1172

### DIRECTOR OF STUDENT SERVICES

Mrs. Lara McAneny lmcaneny@wajcs.org  
(518) 734-3400 ext. 1100

### SCHOOL PSYCHOLOGIST

Mrs. Holly Breault hbreault@wajcs.org  
(518) 734-3400 ext. 1155

### GUIDANCE OFFICE

Mrs. Nicole Baldner nbaldner@wajcs.org  
(518) 734-3400 ext. 1122

Mr. Mike Pellettier mpellettier@wajcs.org  
(518) 734-3400 ext. 1122

Mrs. Catherine Aplin caplin@wajcs.org  
(518) 734-3400 ext. 1122

### BUSINESS OFFICE

Ms. Shelly Mattice mmattice@wajcs.org  
(518) 734-3400 ext. 1178

Mrs. Amy Lloyd alloyd@wajcs.org  
(518) 734-3400 ext. 1179

### DIRECTOR OF TRANSPORTATION

Mrs. Wendy Oftedal woftedal@wajcs.org  
(518) 734-3206

### DIRECTOR OF BUILDINGS & GROUNDS

Mr. John Mattice jmattice@wajcs.org  
(518) 734-3400 ext. 1190

### CAFETERIA MANAGER

Ms. Diana Potter dpotter@wajcs.org  
(518) 734-3400 ext. 1187

## BOARD OF EDUCATION MEETINGS

Meetings of the Board of Education are open to the public and are generally held on the second Thursday of each month. There will be special meetings scheduled throughout the year as needed. These meetings will be announced in accordance with the open meetings law. The Board welcomes the public at all Board of Education meetings. While public participation at a Board of Education meeting is not required by law, the board may allow public participation by motion or policy. The Board of Education meets in the Library starting at 7:00 p.m.

## BOARD OF EDUCATION MEMBERS

Debra Bunce (President) Drew Shuster Susan Simpfenderfer  
William Haltermann (Vice-President) Dr. Teri Martin

## BOARD OF EDUCATION SCHEDULED MEETING DATES

September 14	October 19	November 9	December 14
January 11	February 8	March 8	April 12
May 8 (Budget Hearing)	May 15 (Budget Vote)	May 17	June 14

In addition to the above scheduled BOE meeting dates, there may be special meetings scheduled and posted periodically throughout the school year as required.

## SPECIAL INVITATION TO THE RESIDENTS OF THE WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL DISTRICT

Windham-Ashland-Jewett Central School offers many opportunities for residents to enjoy student efforts and achievements. The district would like to invite the members of the community to attend as many of the events listed in this calendar and guide as possible. Additional events such as plays, art shows and concerts will be scheduled throughout the year. Be sure to check announcements and our calendar of events located on our web site at [www.wajcs.org](http://www.wajcs.org) for additional events and times.

## WHERE TO FIND ASSISTANCE

**Curriculum or Classroom Assistance:** 518-734-3400

1. Contact your child's classroom teacher first.
2. If the question or issue is not resolved at the first level, contact one of the Guidance Counselors, Nicole Balder or Mike Pellettier
3. If the situation still remains unresolved, contact the Principal.
4. The final level to resolve a situation would be to contact the Assistant Superintendent, then Superintendent.

**Special Education Assistance:** Lara McAneny, Dir. of Student Services, 734-3400 ext. 1100

**Health Office Assistance:** Gabrielle Gonzalez, School Nurse, 734-3400 ext. 1131

**Transportation Assistance:** Wendy Oftedal, Director of Transportation, 734-3206

**Athletic Program Assistance:** Joel Middleton, Athletic Director, 734-3400 ext. 1189

**Cafeteria Program Assistance:** Diana Potter, Chartwells Manager, 734-3400 ext. 1187

## VISION STATEMENT

Windham-Ashland-Jewett Central School will provide the resources and environment that maximizes the opportunity for each and every student to reach their academic, creative, and athletic potential.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Board of Education recognizes the legal requirement to maintain confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with Federal statutes, including the Family Education Rights and Privacy Act of 1974 and its implementing regulations, as well as, the Commissioner's Regulations (FERPA).

Under provisions of the No Child Left Behind Act (NCLB) federal legislation, districts are required to make student directory information (name, address, and telephone number) available to military agencies unless parents of students specifically request that their information not be released. Parents and/or students who do not want their information released must put it in writing to the Assistant Superintendent. This request must be submitted prior to September 15th of each year.

## AMERICANS WITH DISABILITY ACT

The Windham-Ashland-Jewett Central School complies with the provisions of the Americans with Disabilities Act (ADA) in its hiring and promotions.

## DRUG FREE SCHOOLS ACT

The Windham-Ashland-Jewett Central School District complies with the provisions of the Drug Free Schools Act as a recipient of Federal education funding. Policies and procedures are in place to meet the intent of the act. The Windham-Ashland-Jewett Central School has been designated as a drug free school zone.

## TITLE IX NOTIFICATION

It is the policy of the Windham-Ashland-Jewett Central School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendment. In accordance with Education Law, parents and students of Windham-Ashland-Jewett Central School are hereby notified of this policy.

## CAFETERIA

Compiling menus based on good nutrition, thrift and variety is the responsibility of Chartwells Dining Service and cafeteria staff. The Windham-Ashland Jewett Central School is proud to offer breakfast and lunch to all students of the district. The meals are part of the Federal School Lunch Program. Some students may be eligible for free or reduced priced meals. Parents are encouraged to apply if they believe they might be eligible. An application for free or reduced meals can be completed any time during the school year, as financial situations may change. If you have any questions regarding the free or reduced program, please contact Mrs. Barbara Agostinoni at (518) 734-3400 ext. 1129.

## CAFETERIA PRICING FOR STUDENTS

Breakfast	\$1.10	Reduced Breakfast	\$0.25
Lunch	\$2.05	Reduced Lunch	\$0.25

## DAILY BELL SCHEDULE\*

<u>PERIOD</u>	<u>REGULAR</u>
Warning bell	7:57
1 w/ Announcements	8:00–8:44
2	8:47–9:31
3	9:34–10:18
4/5	10:21–11:05
6	Gr. 7-8 Lunch: 11:08–11:37
6/7	Gr. 9–12 period classes: 11:08–11:52
7/8	Gr. 7 & 8 period classes: 11:40–12:24
8	Gr. 9-12 Lunch: 11:55–12:24
9	12:27–1:11
10	1:14–1:58
11	2:01–2:45

\* *Subject to change*

## VISITORS TO THE SCHOOL

The Board of Education encourages parents and district residents to visit the school and classrooms to observe the work of students, teachers, and staff. Since schools are a place of work and learning, certain limits must be set for such visits. The Principal, or his or her designee, is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. **All visitors** – Entrance to the building will be limited to the main entrance only. All visitors will be required to sign the visitor's register book located at the main office and will be issued a visitor's identification badge. This badge must be displayed at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.
3. Visitors attending school functions that are open to the public, such as Parent-Teacher-Association (PTA) meetings, athletic contests, open houses, chorus and band concerts, or public gatherings, are not required to register.
4. In an effort to keep classroom disruptions to a minimum, parents who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s). Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person(s) on school property will be reported to the Principal, or his or her designee. Unauthorized persons will be asked to leave. The police will be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

## COURTESY AT SCHOOL FUNCTIONS

At concerts, plays and other performances, the following guidelines have been established to improve courtesy and respect:

1. Please come to the performance on time.
2. Please enter and exit only during intermission, or during natural breaks in the performance.
3. If late, please sit in the closest available seat to the entrance.
4. A parent or guardian must supervise all students in grades K-6. Children must sit with their parents or responsible adult during the performance.
5. Please give your full attention to the performers. No talking, horseplay, or other distracting noises are permitted.
6. Please do not bring food, beverages or tobacco products into the gymnasium/cafetorium.
7. Please turn off all electronic devices upon entering the event.

## ABSENCES AND TARDINESS

Regular attendance and being punctual are required of all students. Parents and guardians are encouraged to help their child understand the importance of punctuality and attending school every day. Please confirm your child's absence or tardiness by calling the school by 9:00 a.m.

**Excused:** Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse on file at the school within five (5) days. Such excused absences shall include: personal illness, illness or death in the family, religious observances, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, approved school sponsored trips, military obligations, absences approved in advance by the Assistant Superintendent, and other reasons as may be approved by the Commissioner of Education. When the absence is excused, the student is still responsible for completing any missing assignments within the timeframe and requirements set forth by each classroom teacher.

**Unexcused:** An unexcused absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused absences shall include shopping trips, family vacations, oversleeping, skipping class, and any other absence that is not excused.

If a note for absences/tardiness is **not** received with five (5) days of the occurrence, it will be **recorded as unexcused**. If an absence is recorded as unexcused, the student may not be permitted to make up the work missed and credit for the day's work may be denied. **Telephone Excuses by law are NOT considered legal and must be confirmed by a written excuse.**

## PARENT INVOLVEMENT

The Windham-Ashland-Jewett Central School Board of Education encourages participation of parents of students eligible for Title 1 services in all aspects of their child's education. The WAJCS Board of Education recognizes the rights of the parent to be fully informed of all information relevant to the identification or change in identification, evaluation and educational placement of a disabled child. All due process procedures for parents and children, NYSED Regulations Part 200 shall be observed by the Windham-Ashland-Jewett Central School District. Complete copies of the Parent Involvement Plan are available in the Windham-Ashland-Jewett Central School Main Office during regular business hours.

## PARENT TEACHER ASSOCIATION (PTA)

The Windham-Ashland-Jewett Central School has an active and committed PTA which works to support the school's Vision Statement. Parents are encouraged to attend PTA meetings which occur on the first Wednesday of each month at 6:30 p.m. in the WAJ Library. Parent involvement is a critical component in a child's success. The WAJ PTA provides a wide variety of ways for parents to be involved and support their child's school.

## STUDENT INJURIES

The district carries a student accident insurance plan to supplement the insurance carried by a student's family. The policy covers all students enrolled in regular school day at no charge to the student or his/her family. The accident policy covers students while they are traveling to and from school, during the school day, or participating in any school sponsored activity such as field trips or athletic events. Please remember that the policy does not cover all accidents that may occur.

If your child is injured in any of the conditions described above, please contact the nurse's office immediately.

## MEDICATIONS IN SCHOOL

All medication to be given at school, including over the counter medication, must be brought to the health office by the parent, with a physician's prescription which indicates the frequency and dosage. The condition for which the child is being treated should also be noted. Medication must be in the original container prepared by the pharmacist or drug manufacturer.

## COMMUNICABLE DISEASES

If your child contracts a communicable disease, you must notify the school nurse as soon as possible. A prompt report will help protect the health of the other students. If your child is contagious, he or she may be excluded from school.

## RECORD ACCESS

Record access is an important part of resolving concerns. Parents should feel free to review the records that pertain to their children. However, the records of other students and staff are given the same protection as your child's records and are not open for inspection.

Other district records can be obtained through the provisions of the Freedom of Information Act (FOIL). There may be a nominal fee associated with FOIL requests.

## ASBESTOS NOTIFICATION

Notice is hereby given to all employees, parents, students, PTA presidents, and all other users of the facilities of the Windham-Ashland-Jewett Central School District, that the district's original Asbestos Management Plan was submitted to the New York State Education Department in

## 2017-18 School Year New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

### NOTES:

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades Pre-k through 9, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine DO NOT need to be reviewed for grades 4, 5, 10, 11 and 12.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 10 through 12. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements **MUST** be read with the footnotes of this schedule.

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2 and 3	Grades 4 and 5	Grades 6, 7, 8 and 9	Grades 10, 11 and 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>2</sup>	Not applicable			1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses			
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years			
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable			Grades 7 and 8: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable			
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable			

# September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day <b>NO SCHOOL</b>	5 Superintendent's Conference Day <b>NO SCHOOL</b>	6 Superintendent's Conference Day <b>NO SCHOOL</b>	7 Classes Begin All Students	8	9
10	11	12	13 PTA Meeting 6:30 PM	14 Board Of Education Meeting 7:00 PM	15 POW/MIA Assembly School Wide Blue & White Day PTA Back to School BBQ 5-7 PM	16
17	18 Lifetouch Fall Pictures K-12, K-6 Class Photos, & Fall Sports Pictures <b>CROP Begins</b>	19 Lifetouch 7-12 Class Photos	20	21	22	23
24	25 Book Fair	26 Book Fair	27 Morning Program 8:15 AM Book Fair	28 K-12 Open House Book Fair	29 Book Fair	30

*Dates and Times Are Subject To Change*



Fiona Tiscornia—4th Grade

### **SCHOOL CONDUCT AND DISCIPLINE**

It is the District's belief that each student should be treated as a person who can reasonably be expected to be responsible for his or her own behavior and is accountable for such behavior. Students who behave in a manner which exceeds the limits outlined in the student Code of Conduct will be subject to its disciplinary guidelines. The Code of Conduct is designed to assist students in understanding the consequences of their behavior and to help them manage future behavior.

### **RELEASING STUDENTS FROM SCHOOL**

No student may be released from school to anyone other than the parent, guardian, or Child Protective Services personnel and/or law enforcement agencies pursuant to law, unless the name of the individual seeking release of the student appears on a list provided by the parent or guardian.

Parents and guardians are responsible for keeping this list current at all times.



# October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 PTA Meeting 6:30 PM	5	6 <b>Senior Portraits</b>  Senior Class Dinner at Hope Restoration Church School Wide Blue & White Day	7  SAT Exam  Autumn Affair
8  Autumn Affair	9 Columbus Day  <b>NO SCHOOL</b>	10	11  PSAT Exam  Morning Program 8:15 AM	12  5-Week Marking Period Ends	13	14
15	16	17	18	19 Progress Reports mailed home  Board Of Education Meeting 7:00 PM	20  AI List in effect	21
22	23	24	25 ASVAB Exam  Morning Program 8:15 AM	26	27	28
29	30	31  K-3 Halloween Parade 1:30 PM				

*Dates and Times Are Subject To Change*



Faith Viola—5th Grade

### **DELAYED OPENINGS, EMERGENCY CLOSINGS, AND EARLY DISMISSALS**

The School Messenger System is used to notify parents in an emergency, such as a school closing. Announcements will also be made via the radio, television, and internet. If there are no announcements made, the school is open and operating on a normal schedule. Parents should make arrangements for the care of their children in the event that school is delayed, closed, or dismissed early. Announcements will be made on the following radio and television stations: WRIP, WCKL, WGY, and WRGB.

**Delayed openings:** There will be announcements indicating a two hour delay. All bus pickup-ups will be delayed to match the new starting times for the school. Be sure to continue to listen to the announcements for any potential changes that might occur in unusual circumstances.

**Emergency Closings:** A closing will occur when it is not possible to open school because of a serious problem, such as weather. **If school is closed, all after school and evening activities will also be cancelled.** Announcements regarding scheduled Board of Education meetings will be made separately via the above media.

**Early Dismissals:** If there is a pending or sudden emergency, the school district will announce its plan of action via the School Messenger System, and on the above radio stations. **All after school and evening activities will also be cancelled.** Announcements regarding scheduled Board of Education meetings will be made separately via the above media.

# November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>Senior Portrait Makeups</b> All County Rehearsal at Ravena-Coeymans HS  PTA Meeting 6:30 PM	2	3 <b>School Wide Blue &amp; White Day</b> All County Rehearsal & Concert at Ravena-Coeymans HS AI List updated and in effect	4  SAT Exam
5  Daylight Saving Time	6	7  Election Day	8  Morning Program 8:15 AM	9 Veterans Day Assembly 1:15 PM  Board Of Education Meeting 7:00 PM	10  Veterans Day <b>NO SCHOOL</b>	11
12	13	14  <b>Lifetouch Picture Retakes</b>	15  First Quarter Ends	16 <b>K-12 10:30 AM Dismissal</b> K-12 Parent/Teacher Conferences 12-7 PM Second Quarter Begins	17	18
19	20  Kindergarten Feast	21  Report Cards Mailed Home	22 <b>K-12 1:00 PM Dismissal</b> <b>Emergency Drill</b> Fall Awards Assembly AI List in effect	23  Thanksgiving Day  <b>NO SCHOOL</b>	24  Thanksgiving Recess  <b>NO SCHOOL</b>	25
26	27	28	29  Morning Program 8:15 AM	30		

*Dates and Times Are Subject To Change*



Thomas Alberti—3rd Grade

## **EQUAL EDUCATION AND EMPLOYMENT**

Opportunities and Non-Discrimination in Education and Employment (Titles VII & IX and Section 504)

The Board of Education believes it is educationally sound to provide students with an opportunity to relate to and learn from classmates and staff members of diverse backgrounds. The Windham-Ashland-Jewett Central School will provide equal education and employment opportunities and will not discriminate on the basis of race, creed, color, handicapping condition, sex or sexual orientation in its educational programs or activities (in accordance with Title VII, the New York State Humans Rights Law, Title IX of the Educational Amendments of 1992) or on the basis of disability in admission or access to, or employment in, programs or activities (in accordance with Section 504 of the Rehabilitation Act of 1993) on the basis of age, race, creed, color, or national origin.

The Board desires that the District comply in good faith with all relevant laws and regulations. The district official responsible for coordination of activities relating to compliance with Title IX and Section 504 is the Compliance Officer. The Compliance Officer (Building Principal) will provide information, including complaint procedures, to any student or employee who feels that his or her rights under Title IX or Section 504 may have been violated by the district or its officials. In the event of a complaint on the basis of alleged discrimination, the district will have five (5) working days to resolve the conflict. If the conflict is not resolved, the complaint may be pursued via the established grievance procedures for Title IX and for Section 504.

# December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 School Wide Blue & White Day	2 SAT Exam
3	4	5	6	7	8 AI List updated and in effect	9
10	11	12	13 K-6 Winter Concert 6:30 PM	14 Board Of Education Meeting 7:00 PM	15	16
17	18	19 5-Week Marking Period Ends 7-12 Winter Concert 6:30 PM	20 Morning Program 8:15 AM	21 Traveling Christmas to Oneonta Progress Reports Mailed Home	22 <b>K-12 10:30 AM Dismissal</b>	23
24 31	25  <b>Merry Christmas</b>	26 Holiday Recess <b>NO SCHOOL</b>	27 Holiday Recess <b>NO SCHOOL</b>	28 Holiday Recess <b>NO SCHOOL</b>	29 Holiday Recess <b>NO SCHOOL</b>	30

*Dates and Times Are Subject To Change*



Jasmine Hartley—2nd Grade

## **STUDENT BEHAVIOR AND ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

Attending and experiencing extracurricular activities is a very important component of the educational experience. Students are reminded that while at these events, they are to behave in a manner that is representative of the high standards that we set at WAJ. Students also are expected to follow and are held accountable to the stipulations set forth in the Windham-Ashland-Jewett Central School Code of Conduct at all extracurricular events.

In order to attend an extracurricular event, a student must be in good standing. To be in good standing, the student must have been present the entire school day, the day of the event. Students are considered ineligible to attend an extra curricular event if they meet the following criteria on the day of the event:

Suspended Out of School  
Listed on the Academic Ineligibility List

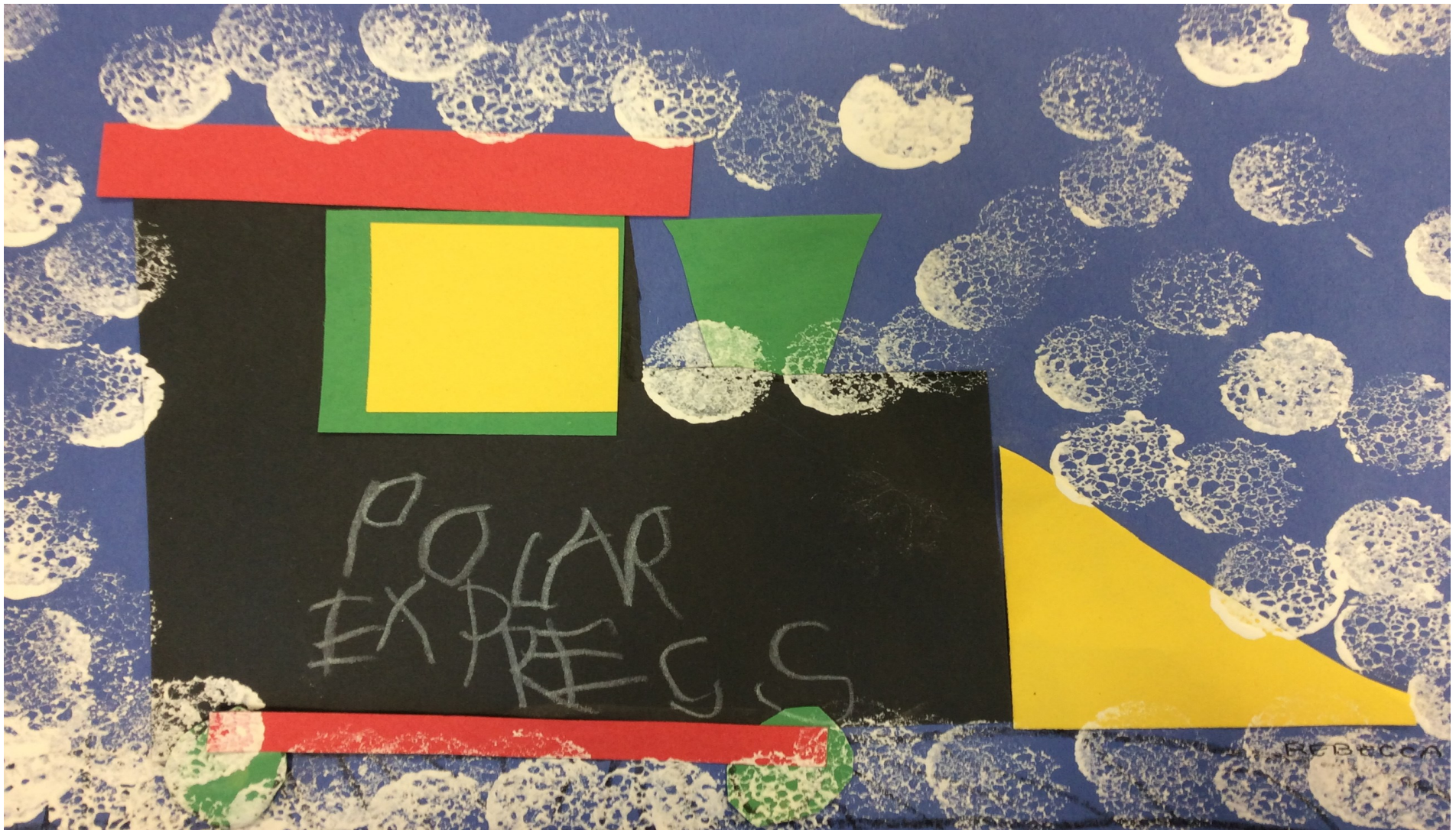
Suspended In-School  
Did not attend an assigned detention on the day of the event

More than 15 minutes late for school (unexcused)  
Absent from school

# January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day NO SCHOOL	2 AI List in effect	3 PTA Meeting 6:30 PM	4	5 School Wide Blue & White Day	6
7	8	9	10 Morning Program 8:15 AM	11 Board Of Education Meeting 7:00 PM	12	13
14	15 Martin Luther King, Jr. Day NO SCHOOL	16	17 AI List updated and in effect	18	19	20
21	22 REGENTS Exams	23 REGENTS Exams	24 Morning Program 8:15 AM REGENTS Exams	25 Second Quarter Ends REGENTS Exams	26 Second Semester Begins (Third Quarter)	27
28	29	30	31			

*Dates and Times Are Subject To Change*



Rebecca Biegel—Kindergarten

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

The school should be notified of any changes in either address, residential, work and/or cellular telephone numbers. The ability for the school to communicate with the home is essential for the success of every student. Please update any needed information as soon as it becomes available.

### **CUSTODY**

It is necessary that the school records be accurate and current regarding custody and visitation privileges. Please inform the school of custody restrictions, visitation rights, access to report cards, and any restrictions regarding removal of the student from school by non-custodial parents. This information should be provided the first day of each new school year and updated throughout the school year if the situation should change.



# February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Report Cards Mailed Home	2 School Wide Blue & White Day AI List in effect Groundhog Day	3
4	5	6	7 Morning Program 8:15 AM  PTA Meeting 6:30 PM	8 Board Of Education Meeting 7:00 PM	9	10
11	12	13	14 <i>Happy Valentine's Day</i> <i>Valentine's Day</i>	15 Themed Concert 6:30 PM  AI List updated and in effect	16	17
18	19 Presidents Holiday  <b>NO SCHOOL</b>	20 Winter Recess  <b>NO SCHOOL</b>	21 Winter Recess  <b>NO SCHOOL</b>	22 Winter Recess  <b>NO SCHOOL</b>	23 Winter Recess  <b>NO SCHOOL</b>	24
25	26	27 Lifetouch Spring Portraits	28 Morning Program 8:15 AM			

*Dates and Times Are Subject To Change*



Olivia Pedrick—9th Grade

## **GUIDANCE PROGRAM**

The guidance program assists students as they select courses, plan for their futures, and solve problems that arise during the school year. Our goal is that every student who graduates from Windham-Ashland-Jewett is properly prepared for their chosen future. Assistance is always available to support students and their family with processes such as college applications, scholarship searches, and career interest searches.

Elementary students will work with the counselor in classrooms, small groups, and individually. Counselors will work with students on topics such as character education, coping skills, peer relationships, and mental, physical and substance abuse avoidance. Parents are encouraged to contact the Elementary Counselor to discuss concerns you may have about your child.

Students in grades 7-12 and their parents are encouraged to get to know the WAJ Counselors. Arranging parent-teacher conferences, course selections, scheduling, college preparation, and the application process are all part of the counselor's role. Many resources are available in the Guidance Office, and parents and students are encouraged to take advantage of them.

Parents are particularly encouraged to meet with the counselor beginning in the spring of the junior year to begin planning for college selection or other secondary plans. Various informational documents will be sent home and posted on the Windham-Ashland-Jewett website throughout the school year for your convenience. The Guidance Office has an open door policy, but if your time is limited, please call (518)734-3400, extension 1122 to schedule an appointment.

# March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 School Wide Blue & White Day Dr. Seuss Birthday Celebration PARP 5-Week Marking Period Ends	3
4	5	6 Progress Reports Mailed Home	7 AI List in effect  PTA Meeting 6:30 PM	8 Board Of Education Meeting 7:00 PM Senior Citizen Dinner / Drama Production	9 Opening Night of Drama Production	10 SAT Exam  Drama Production
11 Drama Production  Daylight Saving Time	12	13	14 Morning Program 8:15 AM <b>K-12 10:30 AM Dismissal</b> K-12 Parent/Teacher Conferences 12:00-7:00 PM	15	16 Career Fair Gr. 5-12	17 St. Patrick's Day 
18	19	20 AI List updated and in effect	21 Spring All County Rehearsal at Greenville HS	22 Rock-n-Read PARP 6:00 PM	23 Spring All County Rehearsal & Concert at Greenville HS	24
25	26 Spring Recess <b>NO SCHOOL</b>	27 Spring Recess <b>NO SCHOOL</b>	28 Spring Recess <b>NO SCHOOL</b>	29 Spring Recess <b>NO SCHOOL</b>	30 Good Friday <b>NO SCHOOL</b>	31

*Dates and Times Are Subject To Change*



Emily Valerio—12th Grade

### **STUDENTS DRIVING**

On-campus parking is available to juniors and seniors in designated areas. To obtain a parking permit, students must complete the parking application, provide proof of insurance, provide a copy of a valid driver's license, obtain parent and administrative permission. All other students or students who have lost on-campus parking privileges may use the municipal parking lots which are located within the town, subject to the approval of controlling authorities. **Students are not permitted to return to or operate the vehicle until after the school day has ended.**

### **REGISTRATION AND NEW STUDENTS**

In order to register a child to attend the Windham-Ashland-Jewett Central School, the parent/guardian must bring the child's birth certificate, social security card, health record, and an authorized record of immunizations to the guidance office. Furthermore, the parent/guardian needs to bring two proofs of residency. To be registered in Kindergarten, a child must be five years old before December 1<sup>st</sup> of the year the child is to enter kindergarten. Each spring, the school district will notify parents via mail, radio, and newspaper regarding registration dates and times.

# April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 April Fool's Day  Easter	2 Spring Recess <b>NO SCHOOL</b>	3	4 Morning Program 8:15 AM PTA Meeting 6:30 PM	5	6 School Wide Blue & White Day	7
8	9	10	11 NYS 3-8 English Language Arts Exam	12 Third Quarter Ends Board Of Education Meeting 7:00 PM NYS 3-8 English Language Arts Exam	13 Fourth Quarter Begins NYS 3-8 English Language Arts Exam	14
15	16	17 Report Cards Mailed Home	18 Morning Program 8:15 AM AI List in effect	19	20	21
22 Earth Day	23	24	25	26	27	28
29	30					

*Dates and Times Are Subject To Change*



Breana Hoyt - 6th Grade

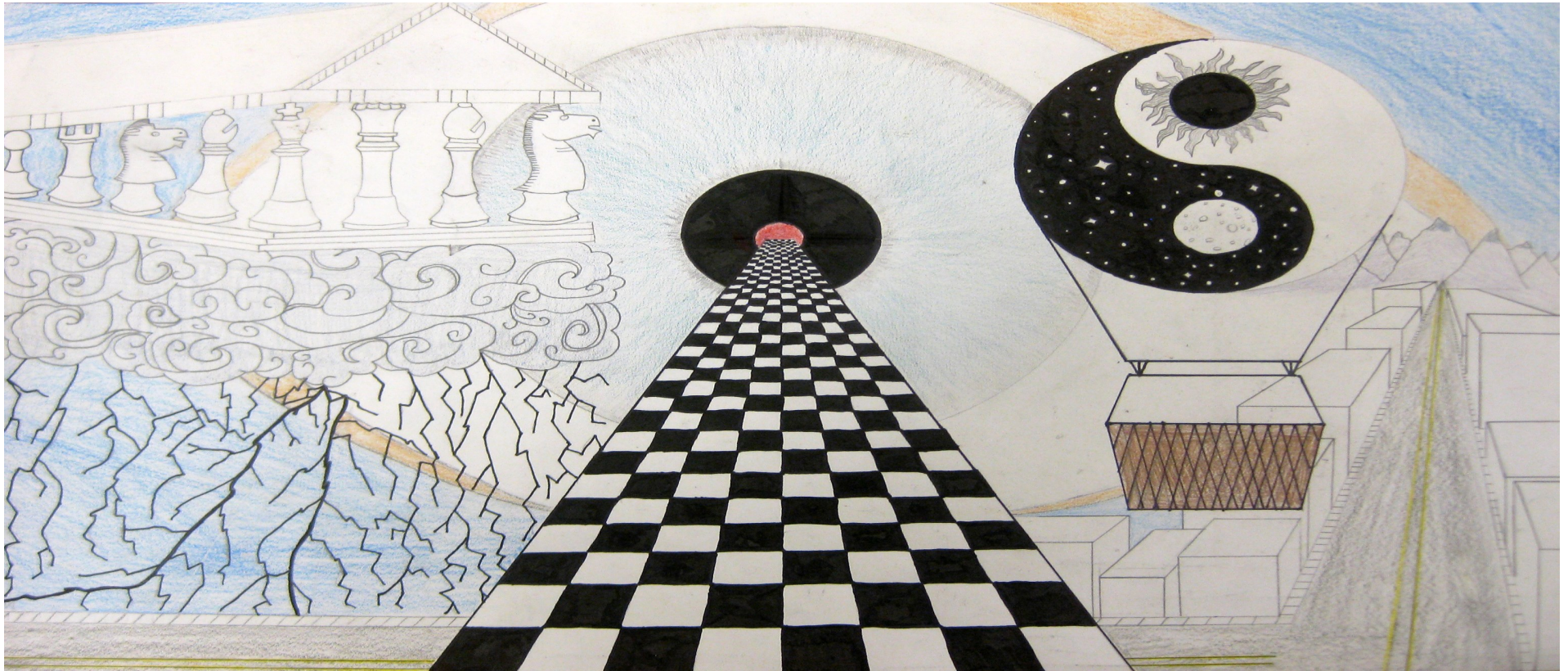
### **DRESS CODE**

Students, staff, and visitors to the school have the responsibility to dress in a manner that is appropriate for a teaching-learning environment. All members of the school or community should dress in a way that does not interfere with the rights of others. The chosen attire should not disrupt or distract from the educational process and should not represent a threat to the health, safety, or well being of others.

# May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NYS 3-8 Math Exam AI List updated and in effect	2 NYS 3-8 Math Exam PTA Meeting 6:30 PM	3 NYS 3-8 Math Exam	4 School Wide Blue & White Day	5 SAT Exam
6	7 JNHS/NHS Inductions 2:00 PM	8 Budget Hearing 7:00 PM	9 AP English Exam 8 AM Morning Program 8:15 AM	5-Week Marking Period Ends	11 AP US History & AP Studio Art Exams 8 AM Superintendent's Conference Day <b>NO SCHOOL</b>	12
13 Mother's Day	14 Kindergarten Orientation & Visitation 9:00 AM AP Biology & AP Music Theory Exams 8 AM Book Fair	15 AP Calculus Exam 8 AM & AP Computer Science Exam 12 PM Annual Budget Vote 1:00 - 9:00 PM Book Fair	16 Progress Reports Mailed Home Book Fair	17 K-6 Spring Concert 6:30 PM Board of Education Meeting 7:00 PM AI List in effect Book Fair	18 Book Fair	19 Junior Prom
20	21	22	23 Morning Program 8:15 AM 4th Grade to Ashokan	24 Kindergarten Assessments at Windham Mountain 7-12 Spring Concert 6:30 PM 4th Grade at Ashokan	25 Kindergarten Assessments at Windham Mountain 4th Grade returns from Ashokan	26
27	28 Memorial Day <b>NO SCHOOL</b>	29	30 Memorial Day Recognition 8:30 AM 8th Grade Science Performance Exam	31 4th Grade Science Performance Exam		

*Dates and Times Are Subject To Change*



Elias Besculides - 11th Grade

## WORKING PAPERS

Working papers are needed by students between the ages of 14 and 18 in order to obtain employment. Working paper application forms may be picked up in the Main Office.

1. A physical examination is necessary in order to obtain working papers. The school nurse will help you arrange it.
2. After parents/guardians complete the application form and a doctor completes the physical form, both forms are to be returned to the Main Office. Once the paperwork is complete, the Working Card will be issued.

## WAJ COMMUNITY PLAYGROUND


The Creative Play Area is available for use with the following regulations:

- Hours of use – sunrise to sunset when school is not in session.
- A supervising adult must accompany children age 12 and younger. The use of the playground area by such children is the responsibility of the supervising adult and not the school district.
- Throwing gravel and wood chips is prohibited.
- Climbing over handrails is prohibited.
- Alcoholic beverages, use of tobacco products, and illegal drugs are prohibited.
- Glass containers are prohibited.
- Open-toed shoes are prohibited.

By observing these rules we help to ensure our children a safe and healthy play environment.



# June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 School Wide Blue & White Day AI List updated and in effect	2 SAT Exam
3	4 NYS Gr. 4 & 8 Written Science Exam	5 <i>REGENTS Exams</i>	6 Music Showcase/Senior Farewell 6:00 PM  PTA Meeting 6:30 PM	7	8 Gr. 7-12 End of Year Awards Ceremony  <b>Last Full Day of School grades K-12</b>	9
10	11 8h Gr. Graduation 9:00 AM  <b>K-6 10:30 AM Dismissal</b>	12  <b>K-6 10:30 AM Dismissal</b> <i>REGENTS Exams</i>	13 Morning Program 8:15 AM  <b>K-6 10:30 AM Dismissal</b> <i>REGENTS Exams</i>	14  Board Of Education Meeting 7:00 PM <b>K-6 10:30 AM Dismissal</b> <i>REGENTS Exams</i>	15 Reading Celebration 9:00 AM  Fourth Quarter Ends <b>K-6 10:30 AM Dismissal</b> <i>REGENTS Exams</i>	16
17  Father's Day	18 K-2 Celebration 9:00 AM  <b>K-6 10:30 AM Dismissal</b> <i>REGENTS Exams</i>	19 Gr. 3-5 Awards & 6th Gr. Graduation 8:30 AM K-5 Moving Up Ceremony 9:30 AM  <b>K-6 10:30 AM Dismissal</b> <i>REGENTS Exams</i>	20  <i>REGENTS Exams</i>	21  <i>REGENTS Exams</i>	22 <b>REGENTS Rating Day</b> Class of 2018 Graduation Rehearsal 10:00 AM Class of 2018 Commencement 6:00 PM	23
24	25	26 Report Cards Mailed Home	27	28	29	30

*Dates and Times Are Subject To Change*

## PESTICIDE NOTIFICATION

According to the New York State Education Law (Section 409-H), effective July 1, 2001, all public schools are required to provide written notice regarding the use of pesticides on all school campuses and in all school buildings periodically throughout the year to those in parental relation, facility, and staff members. This notice must be provided no less than 48 hours prior to the use of certain applications. The goal of the district, in accordance with the Integrated Pest Management Program (IPM), is to promote the health, safety, and quality of its buildings and grounds, while maximizing the use and enjoyment of these facilities for educational and recreational purposes. The IPM is an effective and environmentally sensitive approach to pest management. If you wish to be notified when certain pesticides, insecticides, and herbicides are used within the school building at Windham-Ashland-Jewett Central School, please contact the Buildings and Grounds Supervisor, John Mattice, at 734-3400 ext. 1190.



Lada Svechnikova—1st Grade




Gabby Ireland—10th Grade



Rory Pranchack—7th Grade

# July 2018

# August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 	5	6	7
8	9	10	11	12 Board Of Education Meeting 7:00 PM	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
6	6	7	8	9 Board Of Education Meeting 7:00 PM	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Dates and Times Are Subject To Change*



Main Street, P.O. Box 429, Windham, N.Y. 12496  
518-734-3400 fax 518-734-6050

## Careers

Occupational Outlook Handbook - Find information about any career (<http://www.bls.gov/oco/>)

Career Browser - Find career ideas to match your interests and abilities (<http://www.collegeboard.com/html/careerbrowser.html>)

What Can I do With A Major In? - Career ideas relating to college majors (<http://www.uncwil.edu/stuaff/career/Majors/Career>)

Career Zone - Match your career interests to tasks, skills and knowledge used in various occupations  
<http://www.nycareerzone.org/graphic/index.jspexplorationinformation> from NYS Dept of Labor).

Military Career Guide - The leading resource for the military world of work ([www.militarycareers.com](http://www.militarycareers.com))

## Testing

The College Board - (<http://www.collegeboard.com/splash>) SAT I, SAT II and PSAT Information

Test U SAT Mini-Test - (<http://www.testu.com/products/aolcentermt/test/ft-intro.asp>) Take a practice SAT in a mere 30 minutes

ACT Bulletin Board - (<http://www.act.org/aap/>) ACT Information

Kaplan Test Prep - (<http://www1.kaplan.com/view/article/0,1898,1626,00.html>) Commercial site for test prep information

Regents Exam Prep - (<http://regentsprep.org>) Prepare for NYS Regents Exams

## College

Students and parents are reminded that *applications* for college and scholarships **MUST** be submitted to the Guidance Office **AT LEAST FIVE DAYS** prior to the deadline. This is required due to the individual attention that each application receives. Written requests for transcripts and records must allow for five days processing time. The CEEB code for Windham-Ashland-Jewett Central School is # 335995.

## Guide for College Bound Students

The following information is designed to act as a valuable tool for 11th and 12th graders in planning and preparing for career and college exploration.

College Search - Find a college to suit your interests: (<http://www.usnews.com/usnews/edu/college/tools/search.php>)

College Net - An easy to use tool for college and scholarship searches ([http://cnsearch.collegenet.com/cgi-bin/CN/ZDispatch?pageName=.cnsearch.custom.index\\_html](http://cnsearch.collegenet.com/cgi-bin/CN/ZDispatch?pageName=.cnsearch.custom.index_html))

College Matchmaker - Search for a college which meets your criteria (<http://apps.collegeboard.com/search/index.jsp>)

Select A Campus - This tool by NY Mentor will help you choose which campus best meets your needs (<http://www.nymentor.com/Select/MatchAsst/default.asp>)

SUNY - A complete listing of the 64 SUNY campuses ([http://www.suny.edu/Student/campuses\\_complete\\_list.cfm](http://www.suny.edu/Student/campuses_complete_list.cfm))

## Financial Aid

<http://www.finaid.org> - The most *complete* Financial Aid site on the Internet.

<http://www.fastweb.com> - The leading online resource in finding scholarships to help you pay for school

<http://www.hesc.com> - New York State Higher Education Service - Your Source for College Financial Aid