

Windsor High School Student-Family Handbook 2024-2025 School Year



The Mission of the Windsor Central School District is to ensure each learner is future-ready by providing empowering educational experiences.

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Welcome

Hello Families,

Another summer seems to be coming to a close and the start of a new school year is upon us. Although it was summer time, things still stayed busy around here. We had students ranging in age from eight to seventeen in our building Monday-Thursday. We had over 505 kids attend camps here at the High School, over 10 of our High School students volunteered and another 55 were employed as student workers. Our mission in the Windsor district is to ensure our students are future-ready by providing empowering educational experiences, and what better way to do that than to employ them, mentor them, and have them serve as mentors to our younger students! Now it is time to get ready for another school year. One where aspirations are met, goals are set and achieved, and ALL students find success!

The first day of school for students will be **Wednesday, September 4th** and our first class of the day begins at 7:50 am. All BOCES programs start on September 5th this year. The morning BOCES buses leave from the front of the school between 7:50 am and 8:10 am depending on the program.

Seniors are receiving additional information regarding senior privileges with this mailing. The included form must be completed by parent(s)/guardian(s) allowing their senior to participate in any or all of these privileges. **Our seniors may begin using these benefits once the completed form is returned to the main office.** Please contact the office asap if you have a senior and did not receive a form.

Juniors and Seniors are also receiving, in this mailing, a Parking Permit Request form. For any student that wants to drive to school and park on campus, they must register their vehicle(s) with us. Seniors can start turning in their completed form as soon as they receive it. **Juniors may begin turning in their completed forms starting on Monday, August 26th.** This gives the seniors some time to get their passes in first to ensure they receive a parking spot. Forms will be accepted in the High School Main Office Monday-Friday 9am-2pm.

As a reminder to **all of our student drivers, ALL STUDENT PARKING is in the lower parking lot (near the baseball field)**. Once you register your vehicle, you will receive a parking pass with a number on it. The number will correspond to the parking spot you will park your vehicle in for the year. There will be no student parking in the upper lot by the tennis courts. That change was put in place two years ago for the safety and supervision of our students, which is always our top priority.

Freshman and New Student Orientation is scheduled for **Thursday, August 22nd** at 6:00pm. That evening, students will get their schedule, meet with counselors, review opportunities, pathways and expectations, and be able to request a locker if one is needed. It is a great night to come and get acquainted with your schedule while meeting many of the staff members.

We also have many new faces in our building this year. I am excited to welcome them all to our Windsor Community! Below is a list of individuals who are joining our high school team:

Ms. Courtney Page- English, Ms. Mikala Anderson- Agriculture, Ms. Stacy Safari- Chemistry and Medical Interventions, Ms. Kellin Harting- School Nurse and Medical Interventions, Mr. Mike Potenza- Physical Education, Mr. Dan Rathmell- Business, and Mrs. Lorry Spencer- Counseling Center Senior Typist.

In addition to new staff members, we are excited to share that Mrs. Lindsay Briggs will be serving as an administrative intern this year with us at the high school.

Our interim grading reports will look different this year. We are moving to a five and ten week reporting period similar to the elementary schools' timeline. This will allow for students and families to get a more accurate picture of how their student is doing mid-quarter. All process and product criteria will have a rating and there will be an academic achievement average using the product criteria. As always, only the ten week academic achievement averages will be used to compute the final average for the class. This shift reflects the purpose of the interim report card which is to communicate, in a timely manner, to all stakeholders the student's progress towards meeting the established learning standards, and if necessary, allow opportunity for both family and school to assist students prior to the end of the marking period.

Lastly, information continues to present itself on the use of cellphones in schools. We know that students have a difficult time learning and focusing in class when cellphones are being used. This year we will be implementing a Windsor Central High School Building Cell Phone Policy. Included in this mailing is a one page description of the new policy. Our focus as a school is to ensure our students are engaged in their learning, and are developing positive personal relationships, while promoting academic success for all.

Our school aims to be a place where students thrive and are celebrated. A place where we recognize their successes, whether academic, athletic, or extra-curricular. A place where we encourage student leaders to mentor others within the district and community. We will kick the school year off with our welcome back picnic with music and yard games and continue to hold events such as Field Day, Student Recognition, quarterly assemblies, etc where we continue to recognize the great accomplishments of our students. With 23 extracurricular clubs and 31 athletic teams for students to join, we have something for everyone to get involved in!

The school year will be here before you know it so enjoy your last few weeks of August. We look forward to seeing all our students on September 4th! If you have any questions, feel free to reach out to us at (607) 655-8246.

Sincerely,



Toby Youngs
Principal

Building and District Contact Information

Windsor Central High School

High School Main Office..... 655-8246
High School Fax # 655-3622
Office hours 7:30 a.m.—3:30 p.m.

Mr. Toby Youngs, Principal

tyoungs@windsor-csd.org

Mrs. Anita Dugan, Secretary

adugan@windsor-csd.org

Mrs. Kelly Warwick, Associate Principal

kwarwick@windsor-csd.org

Mr. Christopher Klumpp, Director of Athletics, Health & Safety

cklumpp@windsor-csd.org

Mrs. Josephine McCombs, Secretary

jmccombs@windsor-csd.org

Office phone number—655-8254

Mrs. Lorrienne Spencer, Attendance Clerk

Office Phone number—655-8237

Mrs. Jessica Griffin, School Resource Officer

Office Phone -- 655-1562

Career and Counseling Center

607-655-8237

Office hours—7:30 a.m.—3:30 p.m.

Health Office

607-655-8249

Office hours—8:00 a.m.—3:45 p.m.

Transportation—Bus garage

Mr. Christopher Durdon655-8241

District Administration

District Office

1191 NY Route 79

Windsor, NY 13865

Fax: (607) – 655-3553

Jason Andrews, Superintendent of Schools..... 655-8216

Taylor Guley, District Business Coordinator..... 655-8215

Scott Beattie, Asst. Superintendent for Instruction 655-8215

Barb Tasber, Director of Learning, Leadership & Technology.....655-8213

Jason Hans, Director of Student Support and Family Services..... 655-8203

Board of Education

Peter Nowacki, President, Margo Kibbler, Vice President, David Bidwell,

Tom Starley, Alan Colosi, Rhea Deyo, Megan Carroll

2024-2025 School Calendar

Windsor Central School District

Calendar is subject to change

SCHOOL DAYS	
Students:	182
Conference Days	4
Total	186

September 2024 (19) +1						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (21) +1						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10*	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
*Early dismissal drill 10/10/2024						

November 2024 (17)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025 (18)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (17) +1						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (20) +1						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (16)						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (20)						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (19)						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Total Possible Days of Attendance

Students: 182

Staff: 186 (including Regents Rating)

School Not In Session

Labor Day 9/2/2024

Columbus Day - 10/14/2024

Veterans Day - 11/11/2024

Thanksgiving Break - 11/27-11/29/2024

Winter Recess - 12/23/2024-1/3/2025

Martin Luther King, Jr. Day - 1/20/2025

Asian Lunar New Year - 1/29/2025





Mid-Term Recess - 2/14-2/17/2025

Spring Recess - 4/18-4/25/2025

Memorial Day - 5/23-5/26/2025

Juneteenth - 6/19/2025

LEGEND

	Conference Days 9/3, 10/11, 2/13, 3/14
	Schools Closed
	Regents Exams (June 26 & 27 -Rating Days)
	Early dismissal drill 10/10/2024

Priority Make Up Days:

2024-2025 Bell Schedules

Monday-Wednesday				One Hour Delay*		
Mod	Time	Special		Mod	Time	Special
Arrival	7:30-7:48	Breakfast		Arrival	8:30-8:48	Breakfast
1	7:50- 8:38			1	8:50-9:34	
2	8:41- 9:19			2	9:37-10:11	
Advisory	9:19- 9:49			3	10:14-10:48	
3	9:52- 10:30			4L	10:51-11:21	9th Grade Lunch
4L	10:33- 11:03	9th Grade Lunch		4/5	10:51-11:25	
4/5	10:33- 11:11			5/6	11:24-11:58	
5/6	11:06- 11:44			6L	11:28-11:58	10th Grade Lunch
6L	11:14- 11:44	10th Grade Lunch		6/7	11:28-12:02	
6/7	11:14- 11:52			7/8	12:01-12:35	
7/8	11:47- 12:25			8L	12:05-12:35	11/12 Lunch
8L	11:55- 12:25	11/12 Lunch		9	12:38-1:12	
9	12:28- 1:06			10	1:15-1:49	
10	1:09- 1:47			11	1:52-2:30	
11	1:50- 2:30					
Thursday-Friday				Two Hour Delay*		
Mod	Time	Special		Mod	Time	Special
Arrival	7:30-7:48	Breakfast		Arrival	9:30-9:48	Breakfast
1	7:50- 8:38			1	9:50-10:27	
2	8:41- 9:19			2	10:30-10:57	
3	9:22-10:00			3	11:00-11:27	
4L	10:03-10:33	9th Grade Lunch		4L	11:30-12:00	9th Grade Lunch
4/5	10:03-10:41			4/5	11:30-12:00	
5/6	10:36-11:14			5/6	12:02-12:32	
6L	10:44-11:14	10th Grade Lunch		6L	12:02-12:32	10th Grade Lunch
6/7	10:44-11:22			6/7	12:02-12:32	
7/8	11:17-11:55			7/8	12:34-1:04	
8L	11:25-11:55	11/12 Lunch		8L	12:34-1:04	11/12 Lunch
9	11:58-12:36			9	1:07-1:33	
Advisory	12:39-1:09			10	1:35-2:01	
10	1:09- 1:47			11	2:03-2:30	
11	1:50- 2:30					
				* No Advisory when on a delay bell schedule		

Extracurricular Opportunities

Windsor Central High School offers to its student's one of the finest co-curricular programs in the area. In addition to many sports activities, we offer various clubs and organizations, including, but not limited to FFA, SIPP, Student Council, and the Mentoring Program. These activities afford Windsor students the opportunity to participate in an educational program that is stimulating to character and personal growth.

Students participating in co-curricular activities such as clubs, organizations, and class or school sponsored activities are accountable to all school rules and regulations. Just as training rules are specified for students participating in athletics, students participating in co-curricular activities are held to similar behavioral expectations and rules.

All students should endeavor to become an active participant in the sports program or an active member in at least one organization.

RULES GOVERNING PARTICIPATION IN CO-CURRICULAR ACTIVITIES

- I. The policies governing participation in the Windsor Central High School Co-Curricular Program are established as a code which each participant must honor for the privilege of participating in any co-curricular activity.
- II. A participant's first priority must be towards academic schoolwork. Any student involved in the co-curricular program that needs extra academic help or is required to make up class work will be excused from all meetings, rehearsals and/or activities after school for that help with a faculty member. The student should let his or her advisor know ahead of time and return to the scheduled activity with a pass from the faculty member who was supporting the student. No student participant will be disciplined for missing or arriving late to a practice when the reason for such absence or lateness concerns the student's pursuit of improvement of academic performance by meeting with a teacher. In addition, no sanction will be imposed on any participant by any advisor related to the participant's absence from an activity due to class enrichment field trips or another academic exercise sponsored or approved by the Windsor Central School District.
- III. Expectations
 - A. Participants in co-curricular activities are required to attend all meetings and/or rehearsals or activities as scheduled.
 - B. Violation of the school's discipline code as it regards to the use or possession of tobacco or vaping, will result in a three-week suspension from participation in an activity in which the student participates. If a student is involved in a limited activity, one that only meets for a set number of weeks rather than all year (i.e., musical), a violation of this rule will result in a three-day suspension from that activity.
 - C. The use or possession of alcohol is prohibited. Students found guilty of using alcohol shall be suspended from involvement in the co-curricular program for five weeks for the first offense and will be removed from all participation in co-curricular activities for the remainder of the school year for a subsequent offense. If a student is involved in a limited activity, one that only meets for a set number of weeks rather than all year (i.e., musical), a violation of this rule will result in a one-week suspension from that activity. A student will be removed from participation in co-curricular activities for the remainder of the school year for a subsequent offense. The student will also be referred to the Student Assistance Counselor Program before returning to participate in the co-curricular program.
 - D. The use, possession and sale or gift of any drug or controlled substance is prohibited by the Code of Conduct of the Windsor Central School District. All students participating in co-curricular activities must abide by the entire Code of Conduct. In addition, no student participating in co-curricular activities may use, possess, sell, or give any drug or controlled substance at any time unless such drug or controlled substance is prescribed to the student by a duly licensed physician in the State of New York, or is a recognized, commercially available, over-the-counter medication taken off school premises for a purpose intended by the manufacturer of such medication. Students found in violation of this rule will result in immediate suspension from involvement in the co-curricular program for the remainder of the year. The student will be referred to the Student Assistance Counselor Program.
 - E. The giving or selling drugs is prohibited. The giving or selling of alcohol to another student is prohibited. Students found guilty of either of the above infractions will result in the immediate suspension from involvement in the co-curricular program for the remainder of the year. The student will be referred to the Student Assistance Counselor Program.
 - F. School attendance: Participants in any scheduled co-curricular event such as meetings, rehearsals or scheduled activities must be in school for at least the morning session or afternoon session of the school day. The end of the morning session and the beginning of the afternoon sessions is 11:30 a.m. Attendance in school at either session on Friday is necessary for a Saturday event. Extenuating circumstances will be given consideration for relief.

- G. Good citizenship is an expectation and important concept for students to follow if involved in the co-curricular program. Students involved in the co-curricular program are expected to represent their activity and the school with pride and positive citizenship qualities. (For example, no insubordination, stealing, destroying school property, rudeness, etc.)
- H. Any student who asks for help with any of the above concerns without being caught in violation will be referred to the Student Assistance Counselor's Program without consequence.
- I. Additional rules and consequences, other than those cited above, may be established by the advisors. Participating students are also advised that the Discipline Code of Windsor Central High School applies to all students participating in the co-curricular program.

The policy concerning participation in the co-curricular program must be reviewed by the participant and the parent of the participant. They will each be required to sign the policy statement prior to participation in a co-curricular activity. A copy will be returned to the participant and parent. Signatures indicate that the parent and participant have read and understand the rules under which a student may participate in the co-curricular program and agree to participate in accordance with the rules.

DANCES

Dances are scheduled from time to time throughout the school year. High school students *only* may attend high school dances. High School dances are normally held from 7pm-10pm and once a student leaves the dance, the student may not re-enter the dance. In all instances, when students leave a function, they should directly leave the school property and not loiter.

Guests are allowed at high school dances provided the guest sign-up rules are followed. You are responsible to ensure the proper behavior of the guest that you sign into the dance.

LEADERSHIP RESPONSIBILITIES

This high school promotes co-curricular activities to encourage student involvement. Many co-curricular activities include position of leadership, either appointed or in most cases elected by the student body or membership of the organization. With leadership comes responsibility. It is a requirement of this high school that those students in positions of leadership must also be good school citizens. If in the judgment of the high school principal, a school leader's record of behavior does not meet this requirement, that student will not be allowed to continue in that leadership role.

STUDENT ACCOUNTABILITY AT STUDENT ACTIVITIES

School rules and regulations are in effect during all school activities. Such activities, as an example, will include events such as athletic contests, dances, plays, concerts, picnics, school trips, etc. Students who choose to misbehave at such activities will be held accountable for their behavior and application of appropriate disciplinary action per school rules and regulations will be administered. Such disciplinary measures could include your behavior enroute to and from a school activity including the school parking lot, behind the school building and/or anywhere on any school property.

Activity	Advisor/Room Number
A Cappella	Mr. Morano / Band Suite
Art Club	Ms. Pilvelis / 205
Drama Club	Mr. Morano / Band Suite
Education Club	Ms. Herringshaw / 235
FBLA	Mr. Rathmell / 213
FFA	Ms. Miner-James / 103
French Club	Ms. Herringshaw / 235
Freshmen Class (Class of 2028)	Ms. Webb / 226
GSA	Ms. Itterly / 236
Jazz Band	Mr. Zapach / Band Suite
Junior Class (Class of 2026)	
Key Club	Ms. Brey / 216
Knights of the Rock Table	Mr. Morano / Band Suite
Mentoring Club	Ms. Cullen / 228
National Honor Society	Mr. Smith / 230
Senior Class (Class of 2025)	Ms. Stonehouse / 212 & Ms. Oakley / Counseling Office
SIPP	Ms. Modlo & Ms. DuBois / Career and Counseling Office
Sophomore Class (Class of 2027)	
Spanish Club	Ms. Itterly / 236
Student Council	Ms. Noyd / Career and Counseling Office
Travel Club	Ms. Oliver / 204
Varsity Club	Ms. Webb / 226
Yearbook (Crusader)	Ms. Oliver / 204

Attendance

WINDSOR CENTRAL HIGH SCHOOL ATTENDANCE POLICY

1. Minimum Attendance for Course Credit

a. Attendance will not be used as a measure of student learning; rather course credit is earned based on student performance related to learning outcomes. Students are required to attend all scheduled classes, unless their absence is excused as defined in this policy. Consistent with the importance of attendance and classroom participation, unexcused absences and unexcused tardies, as well as excessive excused absences or excused tardies are likely to have a negative effect on a student's grade for the day, marking period, and/or course.

Due to this correlation between attendance and student learning, all students should be in attendance at least 85% of the time, that means no more than twenty-eight (28) absences for the full year course and fourteen (14) absences for a half-year course. Students not meeting this attendance requirement may be placed on academic probation.

- i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 20 minutes of class, whether through tardiness or early departure, unless accounted for by an authorized person.
 - ii. Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
 - iii. Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.
- b. In order to prevent loss of learning due to failure to attend, the district will take the following steps:
- i. Attendance reports will be made available to monitor course attendance.
 - ii. The District will use a multi-tiered system of intervention promoting positive attendance practices for all students utilizing differentiated interventions designed to address attendance concerns.

Attendance Stages and Actions that may be taken at each stage:

- **Stage I (7 absences full-year course/5 absences half-year course)-** Meeting with student and counselor to discuss attendance
- **Stage II (14 absences full-year course/ 10 absences half-year course)-** Absences are likely to be impacting student learning. Phone call to parent/guardian to discuss attendance
- **Stage III (21 absences)-** Significant number of absences. Parent/Guardian may be asked to come in for a meeting or a home visit may be conducted.
- **Stage IV (28 absences full-year/14 half-year course)-** Attendance is a significant concern. Very high likelihood that student is placed on Academic Probation.

General Information

ACCIDENTS

Report any accidents immediately to the nurse who will give proper attention, complete necessary paperwork and follow reporting procedures.

ANIMALS

In keeping with public health laws, do not bring any animals to school. This includes after school practices and contests.

ANNOUNCEMENTS

General information bulletins are posted daily on the Message Televisions throughout the school. We will announce birthdays and other celebrations. You may opt out if you so choose.

ARRIVAL TO SCHOOL

The student entrance doors, which include the main entrance and District Office entrance, will be locked after **8:00 a.m.** to provide for a school that can be as safe as possible. If you arrive at school after **8:00 a.m.**, please go to the main entrance of the building, by the flagpole, enter the high school, check in at the Main Office, get a pass and report to your scheduled class.

BATHROOMS

Individual units are for 1 person at a time. This will be enforced, and consequences may occur if more than one person is in occupancy.

BOCES PROGRAM

The BOCES Program was established to meet the more specific needs of individual students interested in pursuing careers in the occupational and vocational fields. The following criteria have been established for entrance into occupational educational classes at BOCES:

1. Consideration should be given to student desire and interest for a BOCES program.
2. The student should have a positive attendance record ensuring it will be a good dollar investment for District taxpayers to send a student to the BOCES Center.
3. The student must have earned at least ten (10) credits, including most basic requirements.
4. The student shall meet all prerequisites that are established by the BOCES Center for the various vocational programs.
5. Students shall be scheduled for BOCES programs with consideration given to the number of years he/she has remaining at the Windsor Central High School; i.e. a student who desires a two-year program must have two years remaining at Windsor Central High School so when he completes the BOCES program, he will also have met his graduation requirements.
6. Each student shall have a guidance counselor's recommendation before admission to the BOCES program.
7. Each student shall have parental approval before being granted BOCES admission.
8. Students will enter exploratory courses at the home school rather than at the BOCES Center.
9. Excessive BOCES absences could forfeit attendance at BOCES.

COMPLAINT

Any student, who feels they have been treated unfairly by either a fellow student or by a teacher, may register a complaint at the Main Office. You may call the Main Office at 655-8246.

DISPLAYS OF AFFECTION

Displays of affection on school property or during school activities are unacceptable behavior. Generally, students will be warned that their behavior is disruptive and will be asked to cease in such displays of affection. If the behavior continues, parents will be called and advised that if the unacceptable behavior does not stop, disciplinary action will be taken.

END OF SCHOOL DAY

Students are not to stay in the school building following the end of the regular school day unless involved in a supervised after-school program.

EVACUATION DRILLS

The fire alarm is a bell different from the usual class bell. When it rings, all students will move at a rapid walk to the exit designated for each room. This information is posted in each classroom. *There should be no unnecessary noise during fire drills.* Upon leaving the building, groups will remain together and proceed to a safe distance from the building. Students using exits leading to driveways are to walk free of these driveways to permit firefighting equipment to enter these driveways without anyone being struck by these vehicles. Students should remain in groups by class so the teacher may take attendance. At the close of the drill, a bell signal will be rung, and all students will proceed back to class.

The same direction and behavior are expected during any other emergency or drill that may occur during the school day.

INSURANCE – STUDENT

The Windsor Central School District has purchased an accident insurance program which covers all pupils while participating in school-related activity.

This insurance is *non-duplicating*, meaning the coverage exists only in those cases when other insurance coverage affecting one pupil has been fully expended or when the pupil is not covered by other insurance programs owned by the family involved.

Upon request, parents will be provided with a claim form by the school nurse in the event of accidents involving doctor and/or hospital expenses. It is very important that parents have these forms properly completed and returned to the school nurse in a timely fashion so claims can be properly processed.

Reimbursement for claims approved by the insurance program will be forwarded by the district directly to the doctor and/or hospital involved.

LOCKERS

Lockers are provided for the students' personal use. The school reserves the right for locker inspection at any time. Lockers are available to all students upon request to the Main Office.

LOST AND FOUND

Articles of all types found in the building or on school property should be turned in to the Main Office immediately. Upon appropriate identification, lost articles will be returned to their rightful owner. It is suggested that students carefully mark all items and exercise the utmost care in the protection of their personal belongings.

LUNCH PROGRAM

The lunch program is a time of day that should offer each student a period of rest and relaxation, as well as a time to be with friends and meet new students. To make lunch as enjoyable as possible without interfering with other classes, the following rules will apply:

1. Students are to remain in the dining area throughout the lunch period. However, some students choose to go outside during their lunch time. This is permissible. To ensure proper supervision, those students going outside during lunch are required to stay on the concrete area immediately outside the cafeteria doors or in the grass area by the softball field. Students are not to go out of sight.
2. **Seniors only have** the privilege of leaving the school grounds during the lunch period provided they have met all the requirements which allow seniors this privilege. This privilege will be canceled to those seniors violating the requirements of this privilege.
3. There is to be no cutting into line and students must refrain from pushing and shoving in line.
4. Second servings may be purchased.
5. When you have finished eating, please return all dishes to the dish room. Remove all disposable articles from the tray and place them in the receptacles provided.
6. No food shall, at any time, be removed from the dining room.

NURSE

The school has a full-time nurse on duty to administer the health program. We cannot dispense medicine of any kind without a written permit from home. However, if you become ill or injured at school, report to the Health Office or other office personnel immediately. Do not leave school under any circumstances without the permission of the nurse or the

principal. Report any accident immediately to the nurse who will give proper attention, complete necessary paperwork and follow reporting procedures.

Students may not have prescription medicines or over-the-counter medicines in their possession in school. Any and all medications must be reported to the Health Office as required by New York State Education Law.

PASS SYSTEM

You must have a green or pink hall pass every time you wish to move about the building during class hours or to be in any area where you are not regularly scheduled.

PERSONAL PROPERTY

Personal property and large sums of money should not be brought to school. The school is not responsible to neither replace nor reimburse anyone for lost or stolen property.

SAFE SCHOOLS – REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, bus driver, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

SEARCH AND SEIZURE

The school reserves the right of search and seizure of student's possessions that may endanger the health, safety and welfare of people in the school community.

TEXTBOOKS

All textbooks are the property of the Board of Education and are loaned to students for use throughout the year. A record of the number and condition of the book which is issued at the beginning of the year is maintained by the school.

A student will be expected to pay the cost of loss or damage to any book and/or school materials. If this loss or damage occurs during the year, it should be reported immediately to the teacher from whom the book was received. The teacher will then notify the pupil of any changes and arrange for the issuing of a new book.

Career and Counseling Center

Throughout life, every individual will find a need to seek help for a variety of concerns. The Guidance Department at Windsor Central High School is available to all students who seek such help. This may include academic concerns, career goals and planning, college search and financial aid applications and personal counseling. The counseling staff assists students in making realistic decisions, future plans, adjustments in all areas of life, arranging parent/teacher conferences and planning academic and career goals. A significant part of the Guidance Department is the Career Resource Room. It is available for student use on an appointment basis and occasional walk-in basis. Information is available and easily accessible to students on careers, occupations, armed service, two and four-year colleges and training and technical schools.

Office hours — 7:30 a.m. — 3:30 p.m.

Ms. Amanda Oakley.....	655-8237
Ms. Christina Taylor.....	655-8237
Mrs. Dimitra Modlo.....	655-8237
Mrs. Heather Noyd.....	655-8237
Mrs. Lorrienne Spencer.....	655-8237

DRUG AND ALCOHOL COUNSELING, REHABILITATION AND RE-ENTRY PROGRAMS

The following drug and alcohol counseling, rehabilitation and re-entry programs are available to students.

Alcoholics Anonymous	722-5983
Anonymous Drug Tip Line	778-3941
Fairview Recovery Services, Inc.	722-8987
Narcotics Anonymous	774-4907
National Drug & Alcohol Treatment Hotline	(800) 662-4357
New Horizons	762-3232
Sheriff's Assisted Recovery Initiative	778-1191
STAP (Southern Tier AIDS Prevention)	789-1706

ADD/DROP AND SCHEDULING PROCEDURE

Those students, who find it necessary to make a schedule change, should make an appointment with their counselor. It is the district's policy not to make changes without justifiable reason beyond the add/drop period. The add/drop period exists for the first 2 weeks of each semester.

For all other scheduling, students and/or parents are encouraged to make an appointment with their guidance counselor.

EARLY GRADUATION

The Board of Education of Windsor and the Board of Regents of the State have indicated that the time for the completion of the high school course of study is four years. It is a joint recommendation, therefore, of the Board of Education and the secondary faculty of the Windsor Central High School that students are not allowed to complete the requirements and graduate in less than four years except in extraordinary circumstances which might include being substantially over age, marriages with home responsibilities or career plans which include many years of higher education.

Precocious students should be encouraged to schedule challenging programs from the ever-broadening curriculum rather than accelerating their high school graduation.

GRADUATION

Participation in graduation ceremonies is granted to students who have met all graduation requirements. Commencement exercise is a privilege given to seniors who have met the qualifications to receive a diploma. Disruptive behavior during the commencement exercise will not be tolerated.

HONOR ROLL

The Honor Roll will be computed at the end of each 10-week period. Honors will be as follows (as converted from the 4.00 conversion chart):

High Honors	3.72 or higher
Honor Roll	3.52 to 3.71
Merit Roll	3.20 to 3.51

To be considered for the Honor Roll, a student cannot receive a failing grade. All course grades are included in the determination of Merit, Honor and High Honor Rolls.

INTERNET

Internet access is provided to Windsor Central High School students in accordance with the [Internet Access Policy](#). Internet Access is reserved for educational purposes only and under the supervision of the staff. A violation of this policy will be treated as a violation of the student discipline code. Please review and be aware of this policy before you use the Internet.

MARKING SYSTEM

The passing grade is 2.60. Ten-week marks will be based on total student performance. Any grade below a 2.60 is recorded as failing, meaning the minimum essential learning standards of the course are not being met. The final grade will represent the teacher's evaluation of the student's performance upon completion of the course.

Notation will be made for students needing improvement in the following areas: attitude toward schoolwork, demonstrate self-control, listen attentively, follow directions, complete assignments on time, accept constructive criticism, assume responsibility, respect right of others, classroom preparation and attendance.

Advanced Placement, Project Lead the Way and college courses are weighted 1.1 for rank in class, honor roll, and scholastic awards only.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that promotes and recognizes students who reflect outstanding accomplishments in the area of scholarship, character, leadership and service. Selection to the National Honor Society is by faculty council and based on the following criteria:

1. Must be a junior or senior.
2. A student must have a minimum grade point average of 3.52 in an approved Regents curriculum.
3. In addition to the scholarship requirement, a student must demonstrate character and evidence leadership and service to fellow students and community.

RANK IN CLASS

In computing rank-in-class positions, all final class averages will be computed. Courses graded in non-traditional manner, pass/fail, credit/no credit, will not be computed in rank and failing grades will be replaced by a passing rank mark when the subject has been successfully completed. An additional rank-in-class will be reported for Regent's students. For college admissions purposes, the end of the 6th semester should be sufficient. The valedictorian and salutatorian will be determined at the end of the 3rd quarter of the senior year. All course grades are included in the determination of class rank, including physical education.

PROMOTION

Students must successfully complete all course requirements to receive a passing grade and appropriate credit for a course. High school students will have to repeat those classes necessary to successfully complete graduation requirements in accordance with Board of Education Policy #7351.

SCHOLASTIC AWARDS

The Scholastic Awards are presented to students each year at the Annual Scholastic Awards Night. To qualify, a student must maintain a 3.52 average for the first three quarters of the school year in at least four major academic subjects. All course work is included in the determination of your average.

SUMMER SCHOOL

Students who wish to attend summer school, must have demonstrated some understanding of essential learnings to become eligible to attend. While at summer school, students must demonstrate evidence of learning for essential standards for the course they are attending for.

STUDENT HELP PROGRAMS

If you feel you need extra help in one or more of your classes, approach the teacher and ask for help. In addition to your teachers, the following assistance programs are in place to assist you should you need help: SIPP, Homework Center, Academic Intervention Service and Guided Study Hall.

ADVISORY

Advisory is our intervention and extension period. If a student is requested by another teacher at that time, they are REQUIRED to report to them. All students are required to attend their scheduled Advisory period.

AFTER SCHOOL ACADEMIC WORK

It is a standard of this high school that academic work takes precedence over after-school athletic and co-curricular activities. There will be no imposition of penalties if you stay after school for academic purposes at your or your teacher's request.

HOMEWORK

Homework provides students with the opportunity to deepen their understanding of the curriculum content, its skills and processes, through focused practice of or preparation for new information. Should you be absent from school, it is the student's responsibility to acquire and submit assigned homework based upon arrangements that have been made with your teacher.

HOMEWORK CENTER

Homework Center is an after-school program designed to assist students who need additional time and support to be successful in their academics. The Homework Center is available to all students at WCHS. Students can request to be placed in Homework Center or they may be assigned. Homework Center runs from 2:35-3:15 Tuesday, Wednesday, and Thursday. WCHS teachers, staff and administration are always present during Homework Center.

HOME INSTRUCTION

Eligible students may qualify for temporary homebound instruction if they are unable to attend school due to a short-term physical, mental, or emotional illness or for discipline reasons. To qualify, the parent/guardian must complete the "Request for Homebound Instruction" application and forward it to the High School Principal for approval. If approved, the school will provide homebound instruction (at two-week intervals) to the student to help maintain ongoing class work and assignments. For more information, please call the main office at 655-8250.

STUDY HALLS

When students report to a study hall, they should bring with them all materials necessary for doing work, such as: Chromebooks, textbooks, notebooks, pens, pencils, etc. It is each student's responsibility to bring sufficient work for a full period and to cooperate fully with the study hall teacher. Talking is to be kept to a minimum as it disturbs other students who are studying. All students have the right to a quiet place to study at all times.

Athletics

The mission of the WCSD athletic programs is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

Policies Governing Participation on Athletic Teams:

- I. The policies governing participation in the Windsor Central School Interscholastic Athletic Program and Cheerleading are established as a code which each student athlete must honor for the privilege of participating on any one of the athletic teams at Windsor. **These policies are in effect from the first day of fall practices in August through graduation day in June, 24 hours a day both in school and out, regardless of whether the student athlete is participating in a sport that season.** Any training rule violations that occur outside an athletic season will be enforced during the next athletic season in which the individual chooses to participate.
- II. A student athlete's first priority must be toward academic schoolwork. All student athletes who need extra help or are required to attend academic interventions will be excused from practice after school for that help with a faculty member. Student athletes who do not attend their assigned after school academic intervention are ineligible for athletic participation that day unless otherwise determined by the Building Principal or Director of Athletics. No student athlete will be disciplined for missing or arriving late to a practice when the reason for such absence or tardiness concerns the student's pursuit of improvement of academic performance by meeting with a teacher.

III. TRAINING RULES:

- A. All team members are required to attend all practices, contests and team related activities unless prior permission has been granted by the coach. Unexcused absences will result in diminished playing time and possible dismissal from the squad.
- B. The use or possession of tobacco is prohibited. The giving or selling of tobacco to another student or minor is prohibited. Such use shall include smoking, chewing, or any other form of ingestion. Student athletes found guilty of such use or possession will be suspended from contests for 1/3 of the season for the first offense and will be removed from the team for the remainder of the season for a subsequent offense. The student will also be referred to and seen by the Student Assistance Counselor's Program and complete the program's requirements before becoming eligible for athletic participation. If the Student Assistance Counselors Recommended Intervention program cannot be completed by the end of the contest suspension, the student athlete will be required to finish all intervention program requirements to remain eligible for athletic participation during the season of violation. Student athletes who do not finish all intervention program requirements will be considered ineligible for future athletic participation. If the suspension from contests cannot be fulfilled during the season of the violation, it will be carried over into the next athletic season in which the individual chooses to participate. The second offense at any time will cause dismissal from the team for that season. It will carry over from one year to the next.
- C. The use or possession of alcohol is prohibited. The giving or selling of alcohol to another student or minor is prohibited. Students found guilty of using or possessing alcohol shall be suspended from contests for 1/3 of the season for the first offense and will be removed from the team for the remainder of the season for a subsequent offense. The student will also be referred to and seen by the Student Assistance Counselor's Program and complete the program's requirements before becoming eligible for athletic participation. If the Student Assistance Counselors Recommended Intervention program cannot be completed by the end of the contest suspension, student athletes will be required to finish all intervention program requirements to remain eligible for athletic participation during the season of violation. Student athletes who do not finish all intervention program requirements will be considered ineligible for future athletic participation. If the suspension from contests cannot be fulfilled during the season of the violation, it will be carried over into the next athletic season in which the individual chooses to participate. The second offense at any time will cause dismissal from the team for that season. It will carry over from one year to the next. No member of any team will be penalized for the consumption of alcohol in the context of a religious ceremony.

- D. The use or possession of drugs is prohibited. The giving or selling of drugs is prohibited. The use or possession of drugs is a criminal offense. Students found guilty of using or possessing drugs for the first offense will result in immediate suspension for the remainder of that season. To participate in the next season, the student must be seen by the Student Assistance Counselor's Program and complete the program's requirements before becoming eligible for future athletic participation. Police officials will also be contacted. A subsequent offense of either use or possession will result in removal from athletic participation for the remainder of the year and police officials will again be contacted. In addition, no student athlete may use, possess, sell, or give any drug or controlled substance at any time unless such drug or controlled substance is prescribed to the student athlete by a duly licensed physician in the State of New York or is a recognized, commercially available, over-the-counter medication taken off school premises for a purpose intended by the manufacturer of such medication.
- E. School Attendance: Squad members must be in school for at least the AM or PM session on the date of an athletic event. 11:30 AM designates the end of the AM and the beginning of the PM Sessions. Attendance in school at either session on Friday is necessary prior to a Saturday event. Extenuating circumstances will be given consideration.
- F. The care of facilities and equipment: It shall be the duty of all athletes to use good judgment in the use and care of equipment and facilities. Any student athlete who is in possession of any school athletic equipment or uniform will not be permitted to participate in another interscholastic sports activity until all equipment or uniforms have been returned in the original condition. The athlete will reimburse the district for lost or purposely damaged equipment. Any athlete who is proven to have intentionally committed an act of vandalism or theft, either at WCSD or at an opponent school while representing a WCSD team, will be suspended from athletic participation until a determination has been made regarding future athletic participation by the Building Administration or the Director of Athletics.
- G. Conduct: All squad members are expected to represent their team and school with pride in a manner which will bring credit to themselves and their school. Student athletes demonstrating inappropriate conduct will be subject to a warning, suspension from athletic participation or dismissal from the team by the Building Administration or the Director of Athletics. Student athletes who receive In School Suspension for ½ day or more are ineligible for athletic participation on the day of suspension unless otherwise determined by the Building Principal or Director of Athletics. Student athletes suspended from school are ineligible for athletic participation on the day(s) of suspension unless otherwise determined by the Building Principal or Director of Athletics. Any athlete arrested or receiving an appearance ticket by police may be suspended from the athletic team until such time the infraction can be investigated by the Athletic Director/ Building Administration and a decision made on participation.

Sportsmanship: Student athletes, whether participants or spectators will observe courteous and self-controlled behavior during all athletic practices or contests. Unsportsmanlike actions will not be tolerated. Student athletes reported for unsportsmanlike behavior will be subject to a warning, suspension from athletic participation or dismissal from the team by the Building Administration or the Director of Athletics. All WCSD training rule violations for unsportsmanlike behavior can be in addition to any league, section, or state misconduct sanctions as determined by the Director of Athletics.

Hazing: Hazing in any form is prohibited. Student athletes found guilty of hazing will be subject to a warning, suspension from athletic participation or dismissal from the team by the Building Administration or the Director of Athletics. Police officials may also be contacted.

H. Transportation: Student athletes will only be transported to away contests by school authorized vehicles only. Only the Director of Athletics may authorize exceptions to this policy and must be requested in advance of the trip during regular school hours. Parents or legal guardians may sign out their child off campus utilizing a WCSD transportation release. Prior to campus departure, coaches may approve written parental permission for a child to receive transportation home from another parent. Failure to sign a WCSD transportation release for your child or another will result in a forfeiture of future transportation release privileges.

IV. Other rules and punishments, other than those cited above, may be established by the coach.

V. It is to be understood that once an athlete has been dismissed from a team, he will not be readmitted to any other team for that season. It is also to be understood that an athlete voluntarily removing himself from a team without permission of the coach shall not be admitted to any other team during that season.

STUDENT POLICY AND REGULATIONS AT INDOOR ATHLETIC ACTIVITIES

1. All elementary students must be accompanied by an adult.
2. All students (both Windsor and visitors) must remain in the school building upon entering. If students leave the building, they will not be re-admitted.
3. When games are in progress, all students must remain in the gymnasium on the bleachers. Students will have ample opportunity to leave the gym during half-times and between games.
4. Noisemakers of any kind, including musical instruments, are prohibited at these indoor contests.
5. Students may not smoke in the school building or on school grounds.
6. Soda bottles, soda and ice cream are prohibited in the gymnasium.
7. The use of alcoholic beverages prior to or during a high school athletic contest, either by a student or an adult, is prohibited.
8. To promote good sportsmanship, booing of any type during a ballgame is prohibited.

SPECTATOR BUSES

From time to time, on an interest basis, spectator buses will be available to students. Some basic rules that apply to all students who ride spectator buses are as follows:

1. Use of parental permission slip by student prior to signing up for the bus.
2. Only students signed up for the spectator bus will be allowed to ride.
3. Forty (40) students are necessary to fill the first bus.
4. Sixty (60) students are necessary to fill two buses leaving for the same athletic contest.
5. Students arriving at any away contest as a passenger on the spectator bus **must** return to Windsor on the same spectator bus.
6. Spectator buses will not stop enroute to or from an athletic contest.
7. Each spectator bus will have a chaperone that oversees the bus trip and students. Please comply with the chaperone's requests and exhibit good behavior to make the trip successful and ensure that spectator buses will continue to supply transportation to away games for Windsor students.
8. All school rules apply to students while on the spectator bus or in attendance at away games.

Guidelines

1. To try out, practice or participate in a sport, a sports physical (Student Health Examination Form-found on the Athletic website) must be on file for the student. The physical is in effect for one year from the date of the physical. If the physical runs out during the sports season, the student may complete the sport for that season.
2. Physicals can be obtained in two ways:
 - a. The school provides physicals during the school day at no charge during the months of October and May.
 - b. Windsor School Physician: Lourdes Occupational Health Office located on Old Vestal Road (behind Lowes). Office phone: 251-2170, request a Sports Physical.
 - c. Private physician: Parents may take their child to the physician of their choice—Lourdes Occupational Health Athletic Physical Form must be completed by the private physician. Once completed by the private physician, it gets returned to the school nurse. A sports physical may also be used for working papers and for the state mandated 10th grade physical.
3. In addition to a sports medical consent form, a student who wishes to participate in sports, must have a Health History Update sheet completed by the parent or guardian before each new season begins. The Health History Update is a means of updating the health office records prior to the child participating in a new season of athletic participation.

Athletic Opportunities:

Fall: Cheerleading, Cross Country, Field Hockey, Football, Golf, Soccer, Swimming & Diving, Tennis, Volleyball

Winter: Basketball, Bowling, Cheerleading, Indoor Track, Swimming and Diving, Wrestling

Spring: Baseball, Lacrosse, Softball, Tennis, Track & Field

CODE OF CONDUCT

District Code of Conduct

PLAIN LANGUAGE VERSION

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that certain body parts must be covered for all students and that clothes must be worn in a way such that genitals, buttocks, undergarments, and nipples are covered with non-transparent outer clothing.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include headwear in the building except for a medical or religious purpose.
5. Not include "dog" neck and wrist collars.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity, gender expression and sex. In addition to the foregoing, clothing that creates a hostile or intimidating environment for individuals, groups of people or any protected class is not permitted.
7. Not promote and/or endorse the use of alcohol, tobacco, electronic cigarettes, or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the wearing of long leather or trench coats of any color.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry makeup, or nail color or styles, or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race such as hair texture and protective hairstyles like braids locks and twists, or to discipline them for doing so.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

A. Prohibited Conduct

A student may be subject to disciplinary action when behaving in a manner which is:

1. disorderly, including but not limited to:
 - a. fighting, assaulting, or behaving violently,
 - b. threatening another with bodily harm,
 - c. harassment, bullying, or intimidating students or school personnel (see also policy #7626 Anti-Discrimination, policy #6125 Bully Prevention and policy #7625 Sexual Harassment),
 - d. making unreasonable noise,
 - e. being untruthful with school personnel or making false reports,
 - f. possessing electronic devices such as, but not limited to video/audio players & recorders, remote controls, electronic games, beepers, pagers.
 - g. inappropriate use of cellular phones,
 - h. obstructing vehicular or pedestrian traffic,
 - i. driving recklessly,
 - j. creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
 - k. loitering or trespassing
 - l. being present on or entering into any school property, function or vehicle without authorization,
 - m. conduct that disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student, bus drivers, bus monitors and bus aides, law enforcement officers or
3. engages in any of the following forms of academic misconduct:
 - a. tardiness,
 - b. missing or leaving school or class without permission or excuse,
 - c. cheating, plagiarism, copyright/trademark violations or assisting another in such conduct.
 - d. improperly altering documents or records.
4. endangers the safety, health, morals, or welfare of themselves or others by any act, including but not limited to:
 - a. fighting, assaulting, or behaving violently, threatening another with bodily harm,
 - b. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, gender identity, gender expression, sexual orientation, or disability as a basis for treating another in a negative manner. (See policy #7625 Sexual Harassment, policy #6127 Bully Prevention)
 - c. bullying
 - d. cyberbullying
 - e. sexting
 - f. making unreasonable noise,
 - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, electronic cigarettes, alcohol, drugs or other controlled substances, drug paraphernalia, or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri,
 - h. possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nun chucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be used or

threatened to be used, is readily capable of causing death or other serious physical injury. Any object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object,

- i. using obscene, profane, lewd, vulgar, or abusive language or behavior,
 - j. possession, sale, distribution, transfer, or use of lewd or obscene materials,
 - k. gambling,
 - l. hazing,
 - m. extortion,
 - n. theft,
 - o. vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the District to provide services for the District. Willfully defacing, vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the District, or
 - p. misuse of school information technology or other school property.
5. engages in conduct that violates Board rules and regulations for the maintenance of public order on school property in Section VII below or Federal, State, or local laws.

Definition of Bullying

“Bullying” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

District Bully Prevention Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home

Olweus Bully Prevention Program

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying

Reporting Procedures

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a “Harassment/Bullying Prevention Form”. These forms are in the school library, the guidance office and in the building’s main office. Forms can also be accessed and completed online on the district’s homepage. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator.

Dignity Act Coordinator

Pursuant to the Dignity Act for all Students (“DASA” or “Dignity Act”), at least one employee in every school shall be designated as a Dignity Act Coordinator and instructed in the provisions of this subdivision and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

1. The designation of each Dignity Act Coordinator shall be approved by the Windsor Central School District Board of Education.

2. The name(s) and contact information for the Dignity Act Coordinator(s) shall be shared with all school personnel, students, and persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information of each Dignity Act Coordinator by:
 - a. Listing such information in the Code of Conduct and updates posted on the Internet web site of the Windsor Central School District.
 - b. Including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year, pursuant to 8 NYCRR 100.2(I)(2)(iii)(b)(3);
 - c. Include such information in at least one district or school mailing per school year to parents and persons of parental relation and, if such information changes, in at least one subsequent district or school mailing as soon as practicable thereafter;
 - d. Posting such information in highly visible areas of school buildings; and
 - e. Making such information available at the District and school-level administrative offices.
3. In the event a Dignity Act Coordinator vacates his or her position, another school employee shall be immediately designated for an interim appointment as Coordinator, pending approval of a successor Coordinator by the applicable governing body as set forth in subparagraph (i) of this paragraph within 30 days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of his or her position for an extended period of time, another school employee shall be immediately designated for an interim appointment as Coordinator, pending return of the previous Coordinator to his or her duties as Coordinator.

The Dignity Act Coordinator can be contacted at:

Name: Mrs. Kelly Warwick

Title: Associate Principal

Building: High School

Address: 1191 NY Route 79 Windsor, NY 13865

607-655-8246, kwarwick@windsor-csd.org

Building Cell Phone Policy

→ Cell phones, earbuds and headphones must be away during instructional time.

- ◆ This includes all classrooms, advisory, gym, assemblies, etc.

Non- Approved Cell Phone Use Time	Approved Cell Phone Use Time
Instructional Time (classroom)	Passing Time
Advisory	Lunch
	Study Halls

→ Students may keep their phones in a pocket or backpack during instructional time, but may not use them in any way.

- ◆ Students may use their cell phones during passing, but are expected to get to class on time.
- ◆ Students may use their cell phones and/or earbuds during lunch.

→ We will be following a progressive approach to discipline with regard to the Cell Phone Policy violations.

A: First Violation

1. If cell phone is out- Student will receive a warning.
2. If cell phone is out again- Student will place their phone on the teacher's desk for the remainder of the mod. Caregiver will be notified via email/phone call.
(If student refuses, student will immediately be removed from the classroom AND will receive a behavioral referral).

B: Second Violation

1. If cell phone is out- Student will receive a warning.
2. If cell phone is out again- Student will place their phone on the teacher's desk AND phone is taken to the main office for the day. Caregiver will be notified via email/phone call.
3. Student will have a conversation with administration and a call will go home.

C: Third Violation

1. If cell phone is out- Student will receive a warning.
2. If cell phone is out- Student will place their phone on teacher's desk AND phone is taken to the main office for the day.
3. Student will have a conversation with administration and a call will go home.
4. Students will be required to leave their phone in the main office the next day.

Off campus & non-school day misconduct

Students may be disciplined for violations of school district policies and the Code of Conduct when a student's misconduct is connected to, or has an impact or effect on school students, personnel, activities, functions, or property.

Examples of such misconduct include but are not limited to cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, bus driver, the building principal or their designee. Any student aware of a potentially dangerous activity, including but not limited to, a student possessing a weapon, explosive, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff members authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. Members of District staff authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

All students are expected to promptly report instances of bullying (verbal, physical, cyber-bullying), harassment, discrimination or hazing on school property or at a school function immediately to proper school personnel.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that may constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and may constitute a crime. Education Law Section 2801 [2][h].

Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

Depending on the nature of the violation, it is the Board's desire that student discipline be progressive, i.e., a student's first violation may merit a lighter penalty than subsequent violations. It is also the Board's desire that staff take into account all relevant factors in determining an appropriate penalty. The following penalties may be imposed either alone or in combination. Based upon the circumstances, it is at the discretion of school staff to determine the penalty warranted by a particular violation.

Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Oral and written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension or exclusion from a particular class
10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

Remedial Consequences

The District emphasizes the creation and maintenance of a positive learning environment for all students. Measured, balanced, and age-appropriate responses to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention and education is needed to maintain the desired learning climate. Remedial responses which may be utilized include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.
6. Assignment of an adult mentor at school that the student checks in with the student at the beginning and end of each school day;
7. Engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed.

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent discrimination and harassment. Environmental remediation strategies may include:

1. Supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
2. School and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
3. Adoption of research-based, systemic harassment prevention programs;
4. Modification of schedules;
5. Adjustment in hallway traffic and other student routes of travel;
6. Targeted use of monitors;
7. Staff professional development;
8. Parent conferences;
9. Involvement of parent-teacher organizations; and
10. Peer support groups.

Minimum Periods of Suspension

1. *Students who bring a weapon to school*

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for a least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education law Section 3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and /or others.
- f. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. *Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.*

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education law Section 3214(3-a) and this code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one in Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law Section 221.05. A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a Juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42)

The superintendent is required to refer students aged 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Visitors to the School

Parents and other citizens of the District are encouraged to visit the schools to better understand the process of education.

In order to avoid disruption of the educational process, visitors are expected to comply with this policy, and other applicable District policies including Policy 8081 Subsection VII-Maintenance and Enforcement of Public Order on School Property.

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building unless previously invited to a classroom or assembly program.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among the District employees, parents, and the public. We do not intend this policy to deprive any persons of their right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, productive, and harassment-free environment for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This District seeks public cooperation with this endeavor.

1. **Disruptive Individuals Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/office operations/events, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed by the school's principal or other person in charge to leave the school, School District property, or event promptly. If the individual does not comply it will be considered a trespass and law enforcement authorities will be called. Future access to school property or events may be restricted.
2. **Directions to Staff in Dealing with Abusive Individuals.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly and that a failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone conversation is terminated. If the individual is on District premises or at a District event, the administrator, custodian, or other person in charge, may request the abusive individual to leave promptly or law enforcement authorities will be called.
3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should direct the person to the building administrator, or other school official in charge, who should provide a written copy of this policy at the time of occurrence.

The staff member will provide a written report of the incident to his or her supervisor.

This policy should be posted in each school building's main entrance area, main office and other conspicuous places.

Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers, and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either singly or in concert with others, shall:

1. Willfully cause physical injury to any other person or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or do any act which he has a lawful right not to do.
2. Physically restrain or detain any other person or remove such person from any place where he is authorized to remain.
3. Willfully damage or destroy property of the District or of the school personnel or students or remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office of an administrative officer, faculty member or staff member.
5. Other than student, employee, or Board member, enter a classroom or the building beyond the administrative office without written permission of the superintendent or his designee.
6. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
7. Without authorization, remain in any building or facility after it is normally closed.
8. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs, school activities, lectures, and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Smoke tobacco, electronic cigarettes, possess, consume, or exchange or be under the influence of alcoholic beverages, drugs, or narcotics on school properties.
12. Distribute or post any written material, pamphlet, or poster without the prior written approval of the superintendent.
13. Urge or incite others to commit any of the acts herein prohibited.
14. Violate the traffic laws, regulations, or other restrictions on vehicles.
15. Intimidate, harass, or discriminate against any person on the basis of actual or perceived race (including traits historically associated with race such as hair texture and protective hairstyles like braids, locks and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity, gender expression or sex.

Penalties

A person who shall violate any of the provisions of these rules shall:

1. If a licensee or invitee, have the authorization to remain upon the District property withdrawn, and be directed to leave the premises. In the event of a failure or refusal to do so, the individual shall be subject to ejection and arrest.
2. If a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
5. If a staff member entitled to the benefits of Civil Service Law Section 75, subject to the procedure prescribed therein and if guilty of misconduct, be subject to the penalties prescribed in said section.
6. If a staff member, not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including but not limited to suspension without pay or censure.

GENERAL STATEMENT OF POLICY

PROHIBITING SEXUAL HARASSMENT

Windsor Central School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

NON-DISCRIMINATION POLICY

Windsor Central School District Non-Discrimination Policy

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, ethnic group, religious practice, weight, marital status, military status, sex, age, sexual orientation, gender identity, disability or predisposing genetic characteristic, in violation of Title IX of the Education

Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et. Seq. known as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law.

Grievance Procedure

If any person believes that the School District or any of the District's staff has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) '504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the District's compliance officer, Dr. Jason Hans, Director of Special Programs.

Reporting Procedures

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a "Harassment/Bullying Prevention Form". These forms are in the school library, the guidance office and in the building's main office. Forms can also be accessed and completed online on the district's homepage. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator.

Dignity Act Coordinator

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. This person will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

Name: Mrs. Kelly Warwick
Title: Associate Principal
Building: High School
Address: 1191 NY Route 79
Phone Number: 607-655-8246
Email: kwarwick@windsor-csd.org

Bullying and Harassment Prevention Handbook Language

The Windsor Central School District is committed to providing an educational and working environment that promotes respect, dignity, and equality. The Board of Education recognizes harassment, hazing and bullying are detrimental to student learning and achievement. Such behaviors affect not only the students who are targeted, but also those individuals who participate and witness such acts. Therefore, all forms of harassment, discrimination, hazing, and bullying are prohibited on

school grounds, school busses and at all school-sponsored activities, programs and events including those that take place at alternate locations.

Overview

Definition of Harassment: “*Harassment*” means the creation of a hostile environment by conduct, with or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; the harassing behavior may be based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (identity or expression) (Education Law §11[7]).

Definition of Bullying: “*Bullying*” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

Different forms or kinds of bullying may include but not limited to:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying as well as any other conduct which has the effect of hurting emotionally or physically the target of the bullying or any witnesses to the bullying.

Definition of Cyber-bullying: “*Cyber-bullying*” refers to any harassment/bullying, on or off school property, which occurs via the internet, cell phones or other electronic devices

Definition of Hazing: “*Hazing*” is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of or causes emotional, physical, psychological harm to a person, for the student to be initiated or affiliated with a student or other organization, or for any other purpose. Consent or acquiescence is no defense to hazing i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

Disability Harassment

The district affords all students equal educational opportunities, as well as equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the District. Disability harassment is a form of discrimination and is prohibited by WCSD policy and by state and federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group based on an individual or group’s disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Discrimination/Harassment is considered to have occurred when such conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive academic environment,
- has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance, or
- otherwise adversely affects an individual’s academic opportunities.

A. Windsor Central School District Bullying Prevention Student Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know somebody is being bullied, we will tell an adult at school and an adult at home

-Olweus Bullying Prevention Program

B. Windsor Central School District on the Spot Intervention Expectations

On-the-Spot Harassment and Hazing Intervention

- **Stop the Bullying**
- **Support the student who has been bullied.**
- **To the student who has been bullying: name the bullying behavior and refer to the four bullying rules.**
- **Empower the bystander(s) with appreciation if they were supportive of with information on how to act in the future.**
- **Impose immediate and appropriate consequences for the student(s) who used bullying behaviors.**
- **Take steps to make sure the student who was bullied be protected from future bullying.**

-Olweus Bullying Prevention Program

GENERAL STATEMENT OF POLICY

PROHIBITING SEXUAL HARASSMENT

How to file a complaint:

Complaints can be filed by completing a “Windsor Central School District Bully Incident Reporting Form”. Students, parents, and staff are to report any suspected incidents of bullying, harassment, by completing a Windsor Central School District Bullying Incident Reporting Form. These forms are in the school library, the guidance office and in the building’s main office. Forms can also be accessed and completed online on the Windsor Central School District’s homepage: www.windsor-csd.org. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator or Dignity Act Coordinator. All inquiries and harassment complaints filed with the Windsor Central School District are confidential to the extent possible. Confidentiality also applies to the investigative process.

The Dignity Act Coordinators for the Windsor Central School District are:

A.F. Palmer Elementary	Mrs. Whitney Freije	wfreiye@windsor-csd.org	607-655-8225
Bell Elementary	Mrs. Erica Strick	estrick@windsor-csd.org	607-775-2730
C.R. Weeks Elementary	Mrs. Kristin Beriman	kberiman@windsor-csd.org	607-775-3226
Windsor Central Middle School	Ms. Kelly Vavalle	kvavalle@windsor-csd.org	607-655-8247
Windsor Central High School	Mrs. Kelly Warwick	kwarwick@windsor-csd.org	607-655-8246

PROTECTION OF PUPIL RIGHTS POLICY

The Board of Education recognizes that student surveys are a valuable tool in determining student's needs for educational services. Parents have the right to inspect all instructional materials that will be used for a survey analysis or evaluation as part of a US. Department of Education – funded program. In addition, no minor student may, without parental consent, take part in a survey analysis of evaluation funded in whole or in part by the United States Department of Education that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or belief of the student or the student's parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents have the right to inspect upon their request any instructional material which is used as part of the educational curriculum. Instructional material is defined by the Board of Education as instructional content that is provided to a student regardless of format including printed or representational materials, audiovisual materials, materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments.

A parent who wishes to inspect and review instructional material shall submit a request in writing to the building principal. Upon receipt of such request, arrangements will be made by the building principal to provide the parent access to instructional materials requested within 30 calendar days after the request has been received by the principal.

It is the policy of the Board of Education not to permit the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services.

Parents shall also have the option upon provision of written notice to the district, to opt the student out of any non-emergency, invasive physical examination or screening of their student which is required as a condition of attendance administered by the school or school personnel. The term invasive physical examination means any medical examination that involves exposure of private body parts or any act during such examination that includes incision, insertion of injecting into the body but does not include a hearing, vision, or scoliosis screening. Further, it does not include any examination necessary to protect the immediate health or safety of the student or other students

Parents and eligible students shall be notified of the policy at least annually at the beginning of the school year and when enrolling students for the first time in school

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Windsor Central School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Windsor Central School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Windsor Central School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members:

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, New York State Education Law 2-a and two federal laws require the School District receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings-unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. New York State Education Law 2-a also permits disclosure.

If you do not want the Windsor Central School District to disclose some or all directory information from your child's education records without your prior written consent, you must notify the district in writing by October 15th. The Windsor Central School District had designated the following information as directory information:

- Student's name
- Address
- Electronic mail address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended.

Student Parking



Parking Permit # _____

2024-2025 WINDSOR CENTRAL HIGH SCHOOL PARKING PERMIT REQUEST

Valid driver license and insurance required before a Student Parking Permit is issued.

Name _____ Grade _____
Last First MI
Driver's License # _____ State _____ Expiration _____
Color, Year, Make & Model of Vehicle _____ Lic Plate # _____
Insurance Carrier _____ Policy # _____ Expiration _____
Alternate vehicles: Lic Plate # _____ Lic Plate # _____

PARKING LOT RULES

ALL PARKING LOT SPEED LIMITS ARE 10 MILES PER HOUR

- All student vehicles shall be parked in the student parking lot in their assigned space.
- Student's vehicles will have the parking permit displayed on the windshield- upper left (driver's side).
- If the student needs to temporarily use a different car they will let the office know.
- Student's will not be allowed to return to their cars during the school day without permission. The exceptions are **Senior lunch privileges** and **commuting to off campus schooling**.
- With parental permission you may allow other students to ride with you. This will not be monitored by District personnel. You must abide by NYS laws.
- Students should not, under any circumstances, be transporting underclassmen off campus during the school day.
- All drivers have full responsibility for the security of his or her vehicle and will make certain valuables are out of sight, the vehicle is locked, and the keys are not given to others. Windsor CSD is not responsible for vandalism or theft related to vehicles parked in school parking lots.
- Students must follow the Code of Conduct and arrive at school on time. School officials may search vehicles should they have reasonable cause. Driving to school is a privilege and administration may revoke driving privileges at any time.

I have read and agree to abide by the above rules with the understanding that a violation of one or more of these rules may result in your parking permit being revoked.

Student Signature _____ Student Printed Name _____ Date _____

Guardian Signature _____ Guardian Printed Name _____ Date _____

Attach proof of insurance and copy of driver's license to this form (Copies can be made in the office)

"The Mission of the Windsor Central School District is to ensure each learner is future ready by providing empowering educational experiences."

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. Do not file in the cumulative record

Windsor Central School District BULLYING REPORTING FORM

Directions: The Windsor Central School District is committed to providing a safe environment to all members of our community. Despite our best intentions, incidents between students do occur at times. If you wish to report a disturbing incident between two or more students, complete this form and return it to the Principal at the student's school. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name. Every reported act of bullying will be investigated. Parents of aggressors and targets will be contacted in cases of confirmed bullying.

Date of report:

Name of student target:

Grade:

School :

Name(s) of alleged aggressor(s) (If known):

Grade:

School :

Name(s) of witness(es) (If known):

Where did the incident(s) happen (choose all that apply)?

- ☐ On school property ☐ At a school-sponsored activity or event off school property ☐ Online/via technology
☐ On a school bus ☐ On the way to/from school ☐ Other

What best describes what happened (choose all that apply):

- ☐ Taunting ☐ Threat/Property Damage ☐ Stalking ☐ Theft/Property Damage
☐ Social exclusion ☐ Intimidation ☐ Physical violence ☐ Public humiliation
☐ Retaliation ☐ Sexual Harassment ☐ Other

What did the alleged aggressor(s) say or do? (Include dates. Attach any additional information if necessary.)

[Click here to enter text.](#)

Did a physical injury result from this incident?

- ☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention

Name Of Person Reporting Incident:

Telephone (optional):

E-mail (optional)

Place an X in the appropriate box: ☐ Student ☐ Parent/guardian ☐ Other:

Administrative Action Taken:

Date:

Administrator:

Palmer – submit to Mrs. Freije
Wfreije@windsor-csd.org

Bell – submit to Mrs. Strick
Estrick@windsor-csd.org

Weeks – submit to Mrs. Beriman
Kberiman@windsor-csd.org

Middle School – submit to Mrs. VaValle
KVavalle@windsor-csd.org

High School – submit to Mrs. Warwick
Kwarwick@windsor-csd.org

SchoolTool - Student Portal

Quick Reference Guide



SchoolTool supported internet browsers are Internet Explorer, Chrome, Firefox and Safari.

NOTE: Do NOT use the Internet browser's back button while in SchoolTool as this will cause an error message to appear. There is also no double clicking in SchoolTool.

Getting Started: Go to your district's website to get the link to your SchoolTool website.

Logging in:

- Enter your **username** & **password** (this is provided to you by your district).

Once you are logged in you will see the **Home>My Home>Student** view by default with your name, contact information and schedule.

LOGIN

USERNAME

PASSWORD

Login

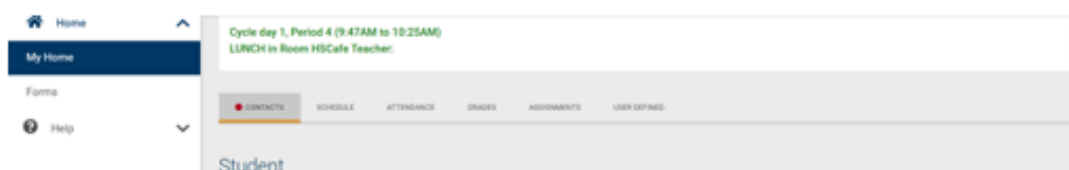


Below is a list of common icons you may see throughout the system:

	View Student Record – use this icon to view additional information.
	Email – select this icon to send an email to the person. The email will come from your account email.
	Print or Report
	Help – when you click on this icon it will give you more information about the screen you are currently on.
	Done – this icon will return you to the previous screen.

Click on the **View Student Record** icon next to your child to view additional information.

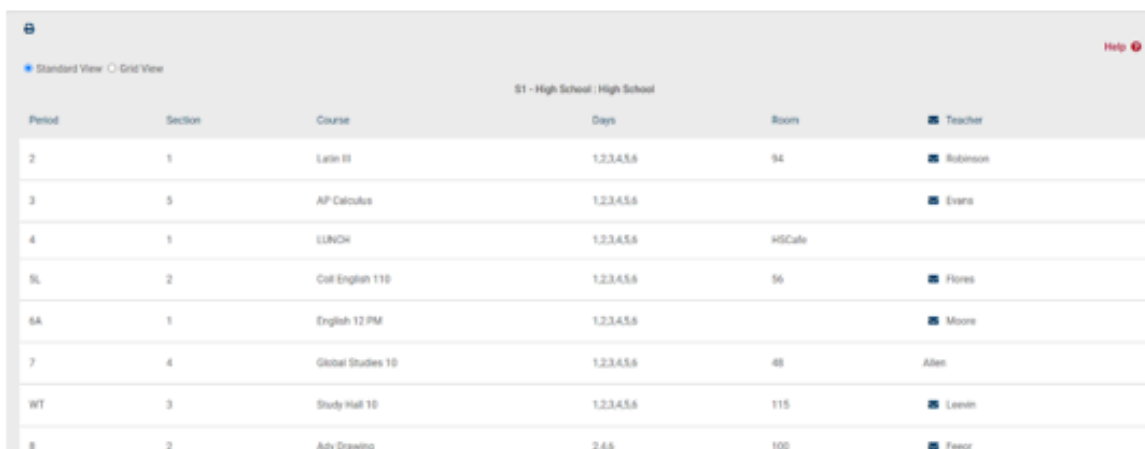
You will see your basic information in the top portion of the screen and a set of tabs across the bottom portion of the screen. The information and tabs available are set by your district. Below is an example of what it may look like.



\\scholarbase\Training Packages\Parent Portal\Quick Reference Guide for Student Portal (Rev. 10/1/2022) - sm

Click on each tab to view the information:

Schedule – displays your schedule. Typically there are two view options: standard view or grid view.



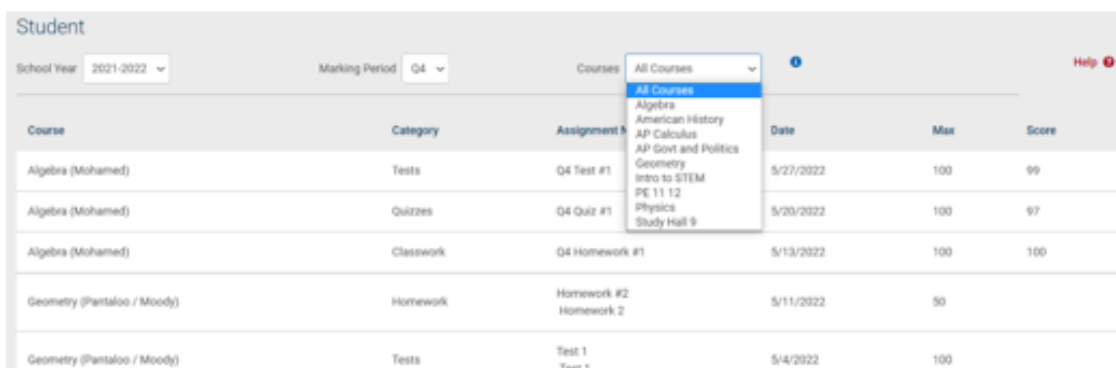
Period	Section	Course	Days	Room	Teacher
2	1	Latin II	1,2,3,4,5,6	94	Robinson
3	5	AP Calculus	1,2,3,4,5,6		Evans
4	1	LUNCH	1,2,3,4,5,6	HSCafe	
5L	2	Col English 110	1,2,3,4,5,6	56	Flores
6A	1	English 12 PM	1,2,3,4,5,6		Moore
7	4	Global Studies 10	1,2,3,4,5,6	48	Allen
WT	3	Study Hall 10	1,2,3,4,5,6	115	Loewin
8	2	Adv Drawing	2,4,6	100	Fewer

Grades – shows all courses and grade information. From the View dropdown, you can choose which grades you want to display. The Marking Period Grades, Progress Report Grades, and Final Grades are only available upon completion. To view your current grades, choose Marking Period Average.



Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP US History	Green	S1,S2	1,2,3,4,5,6	4	2	100	Ken is doing very well. Keep up the great work.

Assignments – displays any assignments the teacher has given view access to for the selected marking period. You can choose to view all courses or individual courses per marking period.



Course	Category	Assignment	Date	Max	Score
Algebra (Mohamed)	Tests	Q4 Test #1	5/27/2022	100	99
Algebra (Mohamed)	Quizzes	Q4 Quiz #1	5/20/2022	100	97
Algebra (Mohamed)	Classwork	Q4 Homework #1	5/13/2022	100	100
Geometry (Pantalo / Moody)	Homework	Homework #2	5/11/2022	50	
Geometry (Pantalo / Moody)	Tests	Test 1	5/4/2022	100	