

# Windsor Central High School



## Student Handbook 2020-2021 Code of Conduct

Name \_\_\_\_\_ Grade \_\_\_\_\_

**Windsor Central High School**

High School Main Office.....655-8250

Office hours 7:30 a.m.—3:30 p.m.

Mr. Jeffrey Salasny, Principal  
Miss Traci Oakley, Secretary  
Office phone number—655-8250

Mr. Christopher Klumpp, Associate Principal  
Mrs. Karen Pichura, Secretary  
Office phone number—655-8250

Mr. Christopher Durdon  
Director of PE, Athletics & Operations  
Mrs. Karen Pichura, Secretary  
Office phone number—655-8254

Ms. Meaghan Callanan-Schuster, Attendance Clerk  
Office Phone number—655-8250

Mr. Dan Thomas, Student Resource Officer  
Office Phone -- 655-1562

High School Fax # .....655-3622

**Guidance Office**

Office hours—7:30 a.m.—3:30 p.m.

Ms. Ami Wiswell.....655-8237  
Ms. Christina Taylor .....655-8237  
Mrs. Dimitra Modlo.....655-8237  
Mrs. Heather Noyd.....655-8237  
Secretary .....655-8237

**Health Office**

Office hours—8:00 a.m.—3:45 p.m.

Roberta Vendetti.....655-8249

**Transportation—Bus garage**

Mr. Christopher Durdon .....655-8241

**District Administration**

**District Office**  
1191 NY Route 79  
Windsor, NY 13865  
Fax: (607) – 655-3553

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

**Andrew Fiorentino,**  
Asst. Superintendent for Business & Admin Services .....655-8215

**Scott Beattie,**  
Asst. Superintendent for Instruction .....655-8215

**Barbara Phillips**  
Director of Learning and Continuous Improvement.....655-8213

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

**Board of Education**

Peter Nowacki, President  
Margo Kibbler, Vice President  
Alan Colosi  
Rhea Deyo  
Carin Shaffer  
Kathey Swezey  
Kevin Truman

**Class Officers**

**Seniors—Class of 2021**

President.....Giovanna Bucciarelli  
Vice President.....Sophia Kabat  
Secretary.....Serena Dugan  
Co-Treasurers.....Karissa Decosse, Emma Llaguno  
Advisors.....Mrs. Keesler & Ms. Townsend

**Juniors—Class of 2022**

President.....Ava Sacco  
Vice President.....Casie Kephart  
Secretary.....Ciera Adams  
Treasurer.....Anna Peret  
Advisors.....Ms. Taylor & Mrs. Angelo-Symons

**Sophomores—Class of 2023**

President.....Jameson MacNamee  
Vice President.....Lucy Beattie  
Secretary.....Rory Bunnell  
Treasurer.....Alex Balachick  
Advisor.....Mrs. Cullen

**Freshmen—Class of 2024**

President.....Sydney Angelo  
Vice President.....Farah Fenescey  
Secretary.....Kira Harting  
Treasurer.....Amelia Jenson  
Advisor.....Mrs. Warwick

**Student Council Officers**

President.....Sofia Peret  
Vice President.....Nathan Andrews  
Secretary.....Allison Romain  
Treasurer.....Erica Daquin  
Advisor.....Miss Rogan

**Abbrev. List of Club/Activity Advisors**

Art Club.....Mrs. Lisa Pilvelis  
Band.....Mr. Joel Carle  
Chorus.....Mr Robert Morano  
Drama Club.....Ms. Christina Taylor  
Envirothon.....Mrs. Barb Hemedinger  
F.B.L.A.....Ms. MaryJo Townsend  
French Club.....Mrs. Heather Herringshaw  
Jazz Band.....TBD  
Knights of the Rock Table.....Mr. Joel Carle  
Mentor.....Mrs. Lisa Cullen  
Mock Trial.....TBD  
National Honor Society.....Mr. Scott Symons  
Physics.....Mr. Kyle Verspoor  
SADD.....Miss Kori Smith  
SIPP.....Mrs. Dimitra Modlo and Miss Mackenzie Faughnan  
Spanish Club.....Ms. Christine Keesler  
Student Council.....Miss Katie Rogan  
Varsity Club.....Mrs. Karen Webb  
Yearbook.....Ms. MaryJo Townsend-Wardell

## WELCOME

Dear Windsor Student,

Welcome back to Windsor Central High School. This Student Handbook is developed with you in mind and for your information. Please read it carefully as it will serve to help guide you towards a successful school year and school experience. We wish you good luck in the school days ahead.

Sincerely,

*Mr. Jeffrey V. Salasny, Principal*

*Mr. Christopher M. Klumpp, Associate Principal*

Code of Conduct Addendum Regarding COVID Procedures and Regulations

## ADDENDUM REGARDING COVID PROCEDURES/REGULATIONS

### PLEASE READ THIS SECTION CAREFULLY

Windsor Central High School is requesting that parents and students adhere to the official guidelines put forth by the CDC and Health Department. Detailed information relating to those can be found on the Windsor website on the page for 2020-2021 Reopening Information.

Please pay special attention to policies relating to student illness and staying home, the conditions of when to wear masks, and also the personal hygiene and sanitation requirements

## GENERAL INFORMATION

### ACCIDENTS

Report any accidents immediately to the nurse who will give proper attention, make the records and reports.

### 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 cafeteria television.

### ARRIVAL TO SCHOOL

The student entrance doors will be locked after **8:00 a.m.** so as to provide for a school that can be as safe as possible. If you arrive to 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 and report to your scheduled class.

### ALL STUDENTS MUST BE TEMPERATURE CHECKED UPON ARRIVAL AT SCHOOL.

### ATHLETICS

1. In order 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.

### ATTENDANCE POLICY (B.O.E Policy #7200)

1. A student must be in attendance at least 85% of the time, which means no more than twenty-eight (28) absences for a full-year course and fourteen (14) absences for a half-year course.
2. All absences are to be counted no matter what the reason, except those for which alternate instruction is provided, i.e. field trips, home-bound instruction and in-school suspension.
3. The teacher's grade book is the official record.
4. When the student reaches seven (7) absences for a full-year course or five (5) for a half-year course, a parent will be notified. The parent will again be notified at the 14/10 absent mark. For a half-year course, a parent conference is suggested when the student reaches the twenty-one (21) absence mark. When the student exceeds the limit, the parents are notified and they may review the dates with the teacher and principal.
5. When the student exceeds the limit on absences, he/she will receive an incomplete and will not be allowed to take the local final examination or attend summer school for that specific course.
6. **PLEASE REVIEW COVID REGULATIONS ON THE WINDSOR WEBSITE FOR DETAILS REGARDING STUDENT ILLNESS AND ATTENDANCE.**

### AUTOMOBILES

All vehicles being driven to school, by students, are required to be registered at the Main Office. You will be allowed to drive your vehicle once the principal has approved your request and registration.

Promptly upon arrival at school, student drivers must park their vehicles in the appropriate parking lot and are **not** to return to them until dismissal.

Abuse of these regulations or reckless driving on school grounds or area streets will result in the suspension of driving privileges.

Additionally, driving to school is a privilege and allowed to students whose behavior in and out of school is in good order. Poor school behavior could result in the loss of driving privileges.

School authorities reserve the right to search your vehicle, with or without your permission should they have reasonable cause.

### BATHROOMS

Individual units for 1 person at a time. There should be no reason for multiple people to be in one bathroom at the same time.

### BOCES PROGRAM

The BOCES Program was established to meet the more specified 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 insuring 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 (especially Health and Introduction to Occupations).
4. The student, where possible, shall receive an aptitude test so his vocational interest may be more closely examined.
5. Students should be carefully screened for their potential of success in the program of assumed interest, i.e. a student desiring a technical electronic course should be able to show good success in related courses taken at Windsor such as math and general science.
6. The student shall meet all prerequisites that are established by the BOCES Center for the various vocational programs.
7. 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.
8. Each student shall have a guidance counselor's recommendation before admission to the BOCES program.
9. Each student shall have parental approval before being granted BOCES admission.
10. Students will enter exploratory courses at the home school rather than at the BOCES Center.
11. Excessive BOCES absences could forfeit attendance at BOCES.
12. Students who wish to drive to BOCES will need to get approval to do so from the Building Principal prior to driving. In addition, those students driving to BOCES are not allowed to have passengers unless given permission by the Building Principal.

### **BUS REGULATIONS**

Students may lose the privilege of riding the bus if they engage in any activity that is distracting to the driver or that endangers themselves or others, or that might be damaging to the bus or equipment. Some guidelines for proper bus conduct are as follows:

1. Be on time for the bus both morning and evening.
2. Wait patiently for the school bus.
3. Stand a safe distance back from the curb or highway.
4. Get in line when the bus is approaching.
5. Always use the steps and handrail.
6. Sit in seats as assigned by the driver.
7. Never crowd or push.
8. Take seats quietly and quickly.
9. Remain seated while the bus is in motion.
10. Never walk or stand in the aisle while the bus is in motion.
11. Do not extend hands, arms, heads or objects through bus windows.
12. Never throw anything while on the bus.
13. Have written permission from your parent or guardian and the principal to leave the bus other than at home or school.
14. Talk in normal tones; loud or vulgar language is prohibited.
15. Do not open or close windows without permission of the driver.
16. Keep the bus clean; never place books, pencils, etc. in aisle.
17. Be courteous to the driver, to fellow pupils and to passers-by.
18. Refrain from talking to the bus driver when the bus is in motion.
19. Remain seated until the bus comes to a complete stop.
20. Always face the front when getting off the bus.
21. Always walk in front of the stopped bus if it is necessary to cross the street or highway.
22. **STUDENTS MUST WEAR PROTECTIVE MASKS ON THE SCHOOL BUSES AT ALL TIMES.**

### **CHROMEBOOKS**

All students are provided with a Chromebook and charger upon student and parent sign-off of permission slip acknowledging the rights and responsibilities of its use.

### **CELL PHONES/ELECTRONIC DEVICES**

Student possessed cell phones/electronic devices should be turned off and be out of sight from the beginning of the school day until the end of the school day unless given permission by teacher. The phone/electronic device can be confiscated and then given back to the parent or guardian of the student, if being used inappropriately.

### **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. Students and parents with a concern or complaint involving staff members are advised to first contact the teacher involved in order to seek resolution of the problem. Call the Main Office at 655-8250 to leave a message for a teacher.

### **CORRIDOR TRAFFIC**

Traffic control in the corridor is everyone's responsibility. Students should always keep a steady walk without running. **Three** minutes are allowed for moving from one class to another.

Classes are ongoing in the upper academic wing during the lunch mods. So as not to disturb classes, students are not to pass through. Do not enter this area during the lunch mods.

Students should not be out of class, at any time, without a pass.

**Due to social distancing guidelines, hallways have designated one-way traffic patterns that must be followed. Additionally, masks must be worn while students are passing in the halls.**

### **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.

### **FIRE 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 call roll. 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 is expected during any other emergency or drill that may occur during the school day.

### **GUIDANCE AND COUNSELING PROGRAM**

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.

#### 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

#### 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's affecting one pupil have 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 will not be utilized this year while in the hybrid model.**

#### 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. In order 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. In order to insure proper supervision, those students going outside during lunch are required to stay on the concrete area immediately outside the cafeteria doors. Students are not to be on the asphalt sidewalk or the grass area.

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 cancelled to those seniors violating the requirements of this privilege.
3. There is to be no cutting into line and students should 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 dishroom. Remove all disposable articles from the tray and place them in the receptacles provided. Be particularly alert to disposing of all recyclable material to the proper recycle bin. Recycle information is posted by the area where you return your lunch tray which is where the recycle containers are also located. Please do your part to recycle.
6. No food shall, at any time, be removed from the dining room.
7. Please remember that at all times you will be expected to act like young ladies and gentlemen. Your manners should be the same here as they would be at home or in the finest restaurant.
8. **LUNCH PERIODS WILL BE 20 MINUTES IN DURATION. SOCIAL DISTANCING GUIDELINES MUST BE MAINTAINED WHILE IN THE DINING HALL. STUDENTS MAY REMOVE THEIR MASKS WHILE EATING.**

#### NURSE

The school has a full-time nurse on duty to administer the health program. The nurse's office is merely an emergency station and is not equipped to take care of any serious illness. 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, make records and reports.

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 corridor 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.

**STUDENTS MUST WEAR PROTECTIVE MASKS WHILE PASSING IN THE HALL.**

#### 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.

## **ACADEMICS**

### **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 not be 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.

### **FINAL EXAM POLICY**

The final grade will represent the teacher's evaluation of the student's performance upon completion of the course, and a comprehensive final examination or Regents examination. Such final grade will be determined by the coursework counting 80% and the final exam or Regents exam counting 20%.

### **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:

High Honors	-	93% or above
Honor Roll	-	88% to 92.9%
Merit Roll	-	80% to 87.9%

In order 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. That policy is available at the high school Main Office and is posted in the computer labs. 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 65%. Ten week marks will be based on total student performance. Any grade below 65% is recorded as failing, meaning the minimum 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 school work, 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 accomplishment 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 88% 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.
- 4.

### **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 Regents students. For college admissions purposes, the end of the 6<sup>th</sup> semester should be sufficient. The valedictorian and salutatorian will be determined at the end of the 3<sup>rd</sup> 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 in order 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 an 88% 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 attained a yearly average of at least 50. Students, who lose course credits for lack of attendance, may not attend summer school.

## **STUDENT HELP PROGRAM**

If you feel you need extra help in one or more of your classes, approach the teacher and ask to be given aid. If the teacher indicates he or she is unable to provide you with assistance, please discuss this with the principal. 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.

**While in our hybrid model, all After School, Advisory and/or Homework Center interventions will be provided via direct Zoom meetings with teachers by request.**

### **ADVISORY**

Advisory gives all students the opportunity to have equal access to and adult advocate who can:

- Foster interventions for academic success
- Support inclusive programming
- Build relationships for personal growth

Advisory meets for 30 minutes, Tuesdays and Thursdays

### **AFTER SCHOOL ACADEMIC WORK**

It is a standard of this high school that academic work takes precedent 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 are struggling academically. The Homework Center is available to all students at WHS.

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. WHS teachers, staff and administration are present at all times 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. In order 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: 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. Card playing is prohibited in study halls, and all other locations, of WHS during the school day.

## **TELEPHONES**

If a student needs to contact a parent, he/she can do so in the Main Office either by using the school phone or his/her cell phone.

## **TRIPS - SCHOOL**

School trips are provided in order to allow students to take advantage of educational, social or cultural opportunities that arise away from the school and are deemed important for students to attend.

You are reminded that you represent yourself and your school when traveling as part of a school group and that all school rules apply during the course of the trip. The expectation is for you to be a responsible citizen and on your best behavior. Failure to meet these expectations can preclude you from participation in the trip.

## **VISITORS**

Parents are always welcome to Windsor Central High School but must report directly to the high school office immediately upon entering the campus to obtain permission to be in the building. All other visitors may visit the school after securing office permission, but not before 2:30 p.m.

## **CO-CURRICULAR ACTIVITIES**

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 SADD, SIPP, Yes Leads 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 school work. 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 Student Discipline code of the Windsor Central School District. All students participating in co-curricular activities must abide by the entire Student Discipline code. 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 in to the dance.

### LEADERSHIP RESPONSIBILITIES

This high school promotes co-curricular activities in order 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 en route to and from a school activity including the school parking lot, behind the school building and/or anywhere on any school property.

### ATHLETIC PROGRAM

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 school work. 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 programs requirements before becoming eligible for athletic participation. If the Student Assistance Counselor's 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 in order 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 programs requirements before becoming eligible for athletic participation. If the Student Assistance Counselor's Recommended Intervention program cannot be completed by the end of the contest suspension, student athletes will be required to finish all intervention program requirements in order 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 programs 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 particular 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.
- 9.

#### 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 en route to or from an athletic contest.
7. Each spectator bus will have a chaperone that is in charge of the bus trip and students. Please comply with the chaperone's requests and exhibit good behavior in order 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.

## 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.

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 extremely brief garments including but not limited to short shorts, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments will not be tolerated.
3. Ensure that under-garments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include headwear in the building except for a medical or religious purpose.
6. Not include "dog" neck and wrist collars.
7. 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 and sex.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Not include the wearing of long leather or trench coats of any color.
10. **Students must wear masks while moving in the hallways. Teachers can request that students wear a protective mask in their classroom.**

Students who violate the student dress code shall be required to change or cover the offending item, failure to do so may result in discipline.

#### Prohibited Student Conduct

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. disorderly, that is:
  - a. fighting, assaulting or behaving violently,
  - b. threatening another with bodily harm,
  - c. harassment, bullying, or intimidating students or school personnel (see also Anti-Bullying/Harassment, Hazing and Sexual Harassment policies),
  - 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, cellular phones,
  - g. obstructing vehicular or pedestrian traffic,
  - h. driving recklessly,
  - i. creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
  - j. loitering or trespassing
  - k. being present on or entering into any school property, function or vehicle without authorization,
  - l. 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. violation of the Board of Education policy on Student Publications, #7230, Use of Computer and Information Technology Policy #7151
  - e. 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, sexual orientation or disability as a basis for treating another in a negative manner. (Reference policies on Sexual Harassment, Anti-Bullying, Hazing)
  - c. bullying
  - d. cyber-bullying
  - e. sexting
  - f. making unreasonable noise,
  - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri (see #8096, "Substance Abuse" policy),
  - 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, nunchucks, 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's rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section 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 located in the school library, the guidance office and in the buildings 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: Mr. Christopher Klumpp

Title: Associate Principal

Building: High School

Address: 1191 NY Route 79 Windsor, NY 13865

607-655-8250, [cklumpp@windsor-csd.org](mailto:cklumpp@windsor-csd.org)

### **Off campus & Non-School Day Misconduct**

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

### **Disciplinary Penalties, Procedures and Referrals**

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.

### **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**

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may 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 students checks in with 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.

### **Minimum Periods of Suspension**

1. Students who bring a weapon to school will be subject to suspension for one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days unless otherwise determined by the superintendent.
3. Students who are repeatedly, substantially disruptive of the educational process or repeatedly substantially interferes with the teachers authority over the classroom will be suspended for at least five days. For purposes of the code of conduct, "repeatedly, substantially disruptive" means engaging in conduct that results in the student being removed from the classroom pursuant to educational law 3214 (3)(a) and this code on multiple occasions.

### **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 age 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**

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.

1. **Disruptive Individual 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 will be directed by the school's principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply law enforcement authorities will be called. Future access to school property or events may be restricted.
2. **Directions to Staff in Dealing with Abusive Individual.** 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 warn the speaker to communicate civilly, 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 on school premises, failure to comply may result in the individual being directed to leave and/or law enforcement may be notified.
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.

### **Public Conduct on School Property**

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, 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, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

#### Penalties

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

1. If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection and arrest.
2. If he is a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If he is 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 he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
6. If he is a staff member, not entitled to the benefits of Civil Service Law Section 75, 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.

**FOR COMPLETE CODE OF CONDUCT PLEASE REFERENCE  
BOE POLICY #7410.**

#### **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 located in the school library, the guidance office and in the buildings 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: Mr. Christopher Klumpp  
Title: Associate Principal  
Building: High School  
Address: 1191 NY Route 79  
Phone Number: 607-655-8250  
email: [cklumpp@windsor-csd.org](mailto:cklumpp@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.

**A. 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, in order 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 on the basis of 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:

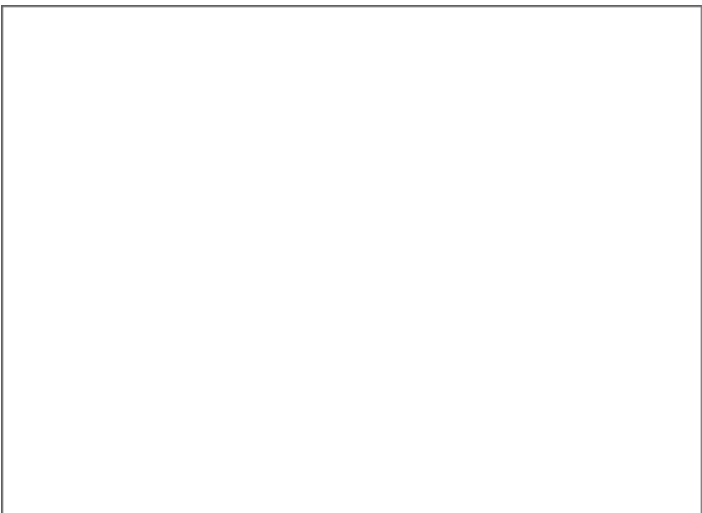
Discrimination/Harassment is considered to have occurred when such conduct:

- 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.

**B. 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*

**C. Windsor Central School District On the Spot Intervention Expectations**



**D. 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 located 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](http://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	Mr. Toby Youngs	<a href="mailto:tyoungs@windsor-csd.org">tyoungs@windsor-csd.org</a>	607-655-8225
Bell Elementary	Mrs. Lorraine Hulbert	<a href="mailto:lahulbert@windsor-csd.org">lahulbert@windsor-csd.org</a>	607-775-2730
C.R. Weeks Elementary	Mrs. Kristin Beriman	<a href="mailto:kberiman@windsor-csd.org">kberiman@windsor-csd.org</a>	607-775-3226
Windsor Central Middle School	Ms. Erica Strick	<a href="mailto:Estrick@windsor-csd.org">Estrick@windsor-csd.org</a>	607-655-8247

Windsor Central High School	Mr. Christopher Klump	<a href="mailto:cklump@windsor-csd.org">cklump@windsor-csd.org</a>	607-655-8250
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### 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 U.S. 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 15<sup>th</sup>. The Windsor Central School District had designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- 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.





Dear Parent/Guardian:

Windsor CSD uses a web-based grading and attendance program known as eSchool Plus. This system helps teachers and school officials streamline the way information is gathered and shared. The program has been a great success. We would like to afford parents the opportunity to view their son/daughter's daily class attendance, the grades they have received on assignments, progress reports, and report cards. Also, registration information and current course assignments.

Please complete the following steps:

1. Create a parental User ID by using the guardian's first initial and then the last name (i.e. John Smith, jsmith or Christina Taylor, ctaylor).
2. List all of your children in the district - only one account is required.
3. Establish a password of at least 8 characters that you can easily remember i.e., knights8.
4. Send information back to the high school
5. Allow two working days, then attempt to log-in.
6. Go to our main website at [www.windsor-csd.org](http://www.windsor-csd.org).
7. Click on "eSchool parent access". Select the district "Windsor Central School". This will bring you to the parent home access center.
8. Enter User ID and password.
9. Explore and provide any feedback that you deem necessary so that we may better serve you as we all strive for excellence in education.

If you had access to eSchool Plus last year, there is no need to reapply unless you desire a new User ID and password.

Thank you for your cooperation.

Windsor Central Schools  
eSchool Plus  
Home Access Center

Student Name(s): \_\_\_\_\_  
(List all of your children in the district)

Parent Name: \_\_\_\_\_

User ID: \_\_\_\_\_  
(Guardians first initial and last name)

Password: \_\_\_\_\_  
(Must be a minimum of 8 characters)

Email: \_\_\_\_\_  
(Optional)

Signature: \_\_\_\_\_

Please return to:

The Guidance Office  
Windsor High School  
1191 NY Route 79  
Windsor, NY 13865

By providing an email address, it will allow a teacher or administrator to initiate an email to you regarding your student.

Report cards and Progress reports are viewable online. By signing this form, (for grades 6 – 12) you agree to not receive your