Our Vision
We aspire to be a world-class community school that is the district of choice.

Our Mission
Ensure each learner is future-ready by providing empowering educational experiences. We pursue excellence and are mutually accountable. We pursue inquiry, creativity, and innovation to continuously improve. We embrace diversity, equity and inclusion in our community, providing a healthy, safe, and secure environment.

Our Beliefs:
• Everyone can learn and grow at ambitious levels.
• Each day we strive to provide a healthy, safe, and secure environment.
• Everyone can learn and grow at ambitious levels.
• High performance requires a culture of collaboration and empowerment.
• We value and welcome diversity, treating all fairly and equitably.
• We embrace inquiry, creativity, and innovation to continuously improve.
• We pursue excellence and are mutually accountable.
• Building and maintaining partnerships is essential.
• High performance requires a culture of collaboration and empowerment.

www.windsor-csd.org
## Windsor Central School District Calendar 2019 - 2020

### At a Glance:
- Varsity & JV Fall Sports Start, 8/24
- Modified Sports Start 8/31
- UPK/K Parent Orientation - Palmer, 8/27

### September 2020

<table>
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<tr>
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### October 2020

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### November 2020

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### December 2020

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### January 2021

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### February 2021

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### March 2021

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### April 2021

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### June 2021

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### July 2021

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### August 2020

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</table>

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.
### Windsor Central School District Bullying Prevention Student Rules:

1. **Rule 1:** We will not bully others.
2. **Rule 2:** We will try to help students who are bullied.
3. **Rule 3:** We will try to include students who are left out.
4. **Rule 4:** If we know somebody is being bullied, we will tell an adult at school and an adult at home.

---

**Disability Harassment**

Windsor Central School District (WCSD) 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 WCSD. 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’s disability or disabilities.

Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Students or a parent(s) or legal guardian(s) who believe his/her student has been subjected to disability harassment by another student, teacher, administrator or other school personnel should report the incident(s) immediately to a school administrator, teacher or a counselor. If the student or parent(s) or legal guardian(s) desires further assistance regarding the complaint, the Director of Special Programs may be contacted.

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**Bullying Prevention**

The Windsor Central School District is committed to providing an educational and working environment that promises 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.

**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.

---

**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.
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— Olweus Bully Prevention Program

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### September 2020

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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<tr>
<td>6 Labor Day - No School</td>
<td>8 Superintendent’s Conference Day - No School</td>
<td>9 Save Around fundraiser begins, MS PATS &amp; TPC</td>
<td>10 First day of school for students</td>
<td>11 Palmer Picture Day</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13 High School Pictures Board of Education Meeting, Palmer MS, 6pm</td>
<td>14 TPC Meeting, Weeks, 6:30pm</td>
<td>15 First day of school for students</td>
<td>16 Palmer Picture Day</td>
<td></td>
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<tr>
<td>16 Varsity &amp; JV Fall Sports begin (tentative) MS Bookfair Begins</td>
<td>17 PSAT 9, MS, 8am-11am</td>
<td>18 Curriculum Night &amp; Book Fair, MS, 6:30pm</td>
<td>19 High School Open House (virtual), 6:15pm</td>
<td></td>
<td>MS Bookfair Ends Palmer Back to School Picnic, 1:15pm</td>
<td>Mix-It-Up OLWEUS Kick-Off, MS</td>
</tr>
<tr>
<td>20 Middle School Picture Day</td>
<td>21 Middle School Picture Day</td>
<td>22 Curriculum Night, Weeks, 6pm</td>
<td>23 Middle School Picture Day</td>
<td>24 Lourdes Mobile Mammography Van, Palmer</td>
<td>25</td>
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<tr>
<td>27 Middle School Picture Day</td>
<td>28 Middle School Picture Day</td>
<td>29 Middle School Picture Day</td>
<td>30</td>
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</table>
Protection of Pupil Rights Policy

The Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the eight protected areas:

a) Political affiliations or beliefs of the student or the student's parent/guardian;

b) Mental or psychological problems of the student or the student's family;

c) Sex behavior or attitudes;

d) Illegal, anti-social, self-incriminating, or demeaning behavior;

e) Critical appraisals of other individuals with whom respondents have close family relationships;

f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

g) Religious practices, affiliations, or beliefs of the student or student's parent/guardian;

h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.


The School District shall provide reasonable notice of the notice, change, or withdrawal of participation in the following activities in accordance with law and the surveys conducted:

A. The administration of any survey containing one or more of the eight protected areas.

1. U.S. Department of Education-Funded Surveys: Prior written consent from parents must be obtained before students are required to submit to the survey.

2. Surveys funded by sources other than U.S. Department of Education: Notification may indicate the specific or approximate dates during the school year when surveys will be administered and provide an opportunity for the parent to opt his/her child out of participating on receipt of the notification.

B. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.

C. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of others. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Specific Notification

In the event that the District does not identify the specific or approximate dates of the activities or surveys to be administered in the general annual notification, it shall “directly” notify such as through U.S. Mail or email, the parents of students who are scheduled to participate in the specific activities or surveys prior to participation and provides an opportunity for the parent to provide written consent or opt his/her child out of participation in accordance with law and the surveys conducted.

U.S. Department of Education-Funded Surveys

The District shall make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate. In addition, the School District shall obtain prior written parental/guardian consent before minor students are required to participate in any DOE-funded survey, analysis, or evaluation that reveals information concerning any of the eight protected areas.

Surveys Funded by Sources Other than U.S. Department of Education

a) The School District has developed and adopted this Board policy, in consultation with parents/guardians, regarding the following:

b) The right of the parent/guardian in personal relation to inspect, upon request, a survey created by a third party (i.e., by a party other than the DOE) before the survey is administered or distributed by the school to a student.

c) Arrangements shall be provided by the District to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the eight protected areas, including the right of the parent/guardian of the student to inspect, upon request, any survey containing one or more of the eight protected areas.

d) Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the instructional curriculum for the student within a reasonable period of time (“defined by the School District, for the purposes of this policy, as thirty [30] days) after such request is received by the District. Requests shall be submitted by parents/guardians, in writing, to the Building Principal. The term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

e) The administration of physical examinations or screenings that the School District may direct to a student. Further, this law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings that are permitted without parental notification in the implementation of this provision regarding the administration of physical examinations or screenings that the school may mandate to the student, the School District incorporates by reference Board policies that address student health services, as applicable, including but not limited to policies regarding the administration of medication, immunization of students, and student physicals.

f) Unless mandated/authorized in accordance with Federal or State law and/or regulation, it is policy of the Board of Education, to not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, unless otherwise exempted pursuant to law as noted below. Questions regarding the collection, disclosure, or use of personal information collected from students for such marketing purposes may be referred to the school attorney as deemed necessary by the Superintendent/designee. This law is not intended to preempt applicable provisions of State law that require parental/guardian notification.

These requirements do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

a) College or other postsecondary education recruitment, or military recruitment;

b) Book clubs, magazines, and programs; providing access to low-cost literary products;

c) Curriculum and instructional materials used by elementary schools and secondary schools;

d) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;

e) The sale by students of products or services to raise funds for school-related or education related activities;

f) Student recognition programs.

See the full policy at www.windsor-csd.org for information requests, procedures by parent/guardian, and definitions contained within this policy.
### Senior Citizen Tax Exemptions

Persons over the age of 65 are eligible for a partial tax exemption if they meet certain qualifications and complete the necessary exemption forms by March. Forms may be obtained from the Broome County Real Property Tax Office, Government Plaza, Binghamton, New York (607) 778-2124. If you are 65 years of age or over, and have your permanent residence in the school district, call the above number to check eligibility. If you are a surviving spouse 62 or over, you should call too.

The exemptions, as reviewed by the Board of Education in 2009, are:

<table>
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<tr>
<th>Annual Income</th>
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<tr>
<td>More Than</td>
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<td>$20,600</td>
<td>$21,499.99</td>
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### Voter Registration

Any person 18 years of age or over, who is a citizen of the United States and a resident of the School District for 30 days prior to the date of the vote, is entitled to register and vote.

Residents who need to register may do so between the hours of 1:00 P.M. and 3:00 P.M. during regular days of business, at the office of the District Clerk, located in the Windsor High School, at least five (5) days prior to the vote. Residents are not permitted to vote if they register later than 5 days prior to the vote or at their polling site on the day of the vote.

Residents must vote in the Election District they reside in. Please visit our website or contact Amy Barton, District Clerk, to determine your election district.

The Budget Vote and Board of Education Election will be held on Tuesday, May 18, 2021.

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### Section 504 — Annual Notice

In accordance with the Rehabilitation Act of 1973, commonly known as Section 504, the School District hereby notifies disabled children and their parents of the School District's duty under the Regulations to Section 504.

The School District shall provide a free appropriate public education to each qualified child who resides in the School District regardless of the nature or severity of the disability. The School District shall educate each qualified disabled child with children who are not disabled to the maximum extent appropriate to the needs of the disabled child, and shall also ensure that disabled children participate with non-disabled children in nonacademic and extra-curricular activities to the maximum extent appropriate. A disabled child shall be afforded equal opportunity for participation in such services and activities.

The School District shall provide disabled children an equal opportunity for participation in physical education courses, interscholastic, club or intramural athletics.

The School District shall conduct pre-placement evaluations, and shall establish standards and procedures consistent with Section 104.35 for the evaluation and placement of children who need or are believed to need special education or related services. Periodic reevaluation shall be conducted of children who have been provided special education or related services. Placement decisions shall be made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. The School District shall establish and implement a system of procedural safeguards that includes notice, and opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure.

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### At a Glance:

- **November 2020**
- **Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday**

#### November 2020 Calendar:

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<th>Sunday</th>
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<tr>
<td>PATS Meeting, MS, 6:30pm</td>
<td>Palmer Picture Make-Up Day / Staff Photo Day</td>
<td>Veterans Day Assembly, Palmer, 9:00am</td>
<td>TPC Meeting, Weeks, 6:30pm</td>
<td>Veterans Day - No School</td>
<td>Picture Day Makeup, Weeks</td>
<td>Picture Make-Up Day, Bell</td>
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<tr>
<td>Varsity &amp; JV Winter Sports Start</td>
<td>Picture Make-Up Day, MS</td>
<td>Board of Education Meeting, Bell, 6:00 pm</td>
<td>MS All-Star ceremony, 8am (Snow date 11/19)</td>
<td>High School Concert, 7pm (Snow Date 11/19)</td>
<td>Student Recognition, Palmer, 9:10am</td>
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</tr>
<tr>
<td>Varsity, JV and modified parent meeting, MS 6pm</td>
<td>Varsity, JV &amp; modified parent meeting, MS 6:30pm</td>
<td>Picture Make-Up Day, MS</td>
<td>Thanksgiving Break - No School</td>
<td>Thanksgiving Break - No School</td>
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</table>

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

---

### Class Size Distribution:

- **2009:**
  - High School: 11/18
  - Thanksgiving Break - No School, 11/25 - 11/27
  - Veterans Day - No School, 11/11

### Thanksgiving Day:

- **2009:**
  - High School Concert - 11/18
  - Thanksgiving Break - No School, 11/25 - 11/27
  - Veterans Day - No School, 11/11

---

### Senior Citizen Tax Exemptions:

- **2009:**
  - High School Concert - 11/18
  - Thanksgiving Break - No School, 11/25 - 11/27
  - Veterans Day - No School, 11/11

### Thanksgiving Day:

- **2009:**
  - High School Concert - 11/18
  - Thanksgiving Break - No School, 11/25 - 11/27
  - Veterans Day - No School, 11/11

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### Class Size Distribution:

- **2009:**
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  - Thanksgiving Break - No School, 11/25 - 11/27
  - Veterans Day - No School, 11/11

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- **2009:**
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- **2009:**
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  - Veterans Day - No School, 11/11

### Thanksgiving Day:

- **2009:**
  - High School Concert - 11/18
  - Thanksgiving Break - No School, 11/25 - 11/27
  - Veterans Day - No School, 11/11
**Graduation Requirements**

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<th>Regents Diploma</th>
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<td>1 Math Regents Exam</td>
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<td>Regents Global History Exam</td>
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<td>Regents Global History Exam</td>
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<td>Regents U.S. History Exam</td>
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<td>Regents U.S. History Exam</td>
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<td>Regents Science Exams (one from Living Environment and one from Physical Setting)</td>
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<tr>
<td>Regents Science Exams (one from Living Environment and one from Physical Setting)</td>
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<td>***Foreign Language Exam</td>
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<td>* Students are required to have completed 2 units of study in a Language other than English (LOTE) by the end of their freshman year.</td>
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<tr>
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<td></td>
<td>** An integrated course in Mathematics / Science/Technology may be used as the required unit of credit in Mathematics or Science.</td>
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<td>** An integrated course in Mathematics / Science/Technology may be used as the required unit of credit in Mathematics or Science.</td>
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<td>*** Students acquiring 5 units in one of the following may be exempt from the Language other than English requirement: Art, Music, Business, or Career and Technical Education.</td>
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<tr>
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<td>** Students are required to have completed 2 units of study in a Language other than English (LOTE) by the end of their freshman year.</td>
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**At a Glance:**

- Winter Recess, No School - 12/24 - 1/1
- 7th & 8th Grade Concert - 12/9
- Acoustic KORT Show - 12/18
- 6th Grade Concert - 12/16
- Winter Recess - No School

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**SAT School Day Program**

The SAT School Day Program by College Board provides students with the opportunity to take the SAT Suite of Assessments free of charge during their regular school day. In the Windsor Central School District, students are given the PSAT 8/9 during their eighth grade and freshman years, the PSAT 10 during their sophomore year and the PSAT/NMSQT during the fall of their junior year. The SAT is administered in the spring of the junior year.

**PSAT 8/9**

The PSAT 8/9 is an assessment given to eighth and ninth grade students that is closely aligned to the PSAT/ NMSQT and PSAT 10. It consists of questions in Evidence-based Reading, Writing and Math.

**PSAT 10**

Students will take the PSAT 10 in the spring of their sophomore year. Students who take the PSAT 10 will receive both an online and paper test score report. They will receive an overall test score as well as individual section scores, cross-test scores and sub scores.

**PSAT/NMSQT**

The preliminary SAT/National Merit Scholarship Qualifying Test is an assessment administered to 11th grade students that helps prepare them for the redesigned SAT, college and career. Historically, students who take the PSAT/ NMSQT score higher on the SAT, on average, than those who do not. The PSAT/NMSQT provides the opportunity for students to compete for recognition and scholarships through the National Merit Scholarship Program. This program recognizes and honors academically talented students throughout the United States.

**SAT**

The SAT School Day Program provides students the opportunity to take the SAT, an assessment widely regarded to measure student academic success and college readiness, during the school day in their own school building. This in-house testing eliminates limitations of cost and transportation for students.
### Attendance Policy

The Windsor Central School District Board of Education sets the following information forth. It is inclusive of the Board of Education policies #7200 - 7270.

The objectives of a comprehensive attendance policy are: to accurately track the attendance, absence, tardiness and early departure of students to and from the school; to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated educations standards; to track student location for safety reasons, and to account to parents regarding the location of children during school hours.

Pupils who are legal residents of the School District and who have reached their fifth birthday on or before December first shall be permitted to register for kindergarten. Admission of children to other grades shall involve a consideration of both chronological age and the readiness of the children to do the work of those grades. Pupils are required to be in attendance, and are considered to be compulsory age, through the school year in which they turn sixteen.

Registration of elementary students occurs through the main offices of each elementary school. Middle and High School students are registered at the specific school through the guidance offices. The registration process includes the completion of the registration questionnaire, proof of age with birth certificate, and proof of district residency. The Superintendent, with the assistance of the Board of Education’s counsel, shall apply the various legal standard regarding residency in relation to any application. A school officer and principal will review all registration applications.

At the secondary level, a student must be in attendance at least 85% of the time, that means no more than twenty-eight (28) absences for a full - year course and fourteen (14) absences for a half - year course. The teacher’s grade book is the official record. When a student exceeds the limit on absences, he/she will receive an incomplete/denial of credit and will not be allowed to take the final examination. Students who lose course credit for lack of attendance may not attend summer school.

### Parental/Guardian Notice Concerning Publication of Photos & Videos

Throughout your child’s academic career, he or she will participate in a variety of school events, performances or activities. Your child may be photographed, videoed, or audio recorded electronically or otherwise by school personnel, local news media, other students (as part of school assignments) or others. Your child could appear, be identified, and recognized in newspaper articles, on television, in radio broadcasts, on displays, on the Internet/Web sites, or in district or school publications, productions (school calendars, brochures, flyers, newsletters, programs for sports or cultural events, television, videos, etc.) for their participation and activities.

This is not intended to apply to any recordings made by security/surveillance cameras, which are covered by the Board of Education Video Surveillance Policy available on the district website.

Most families appreciate the recognition of their children in such publications. Unless you notify the school district in writing that you do not want publication of such photographs, video, or audio recordings to be published, it will be presumed that you have no objection to such publication and that you consent to it. You further understand that you and your child will receive no compensation for this.

Notification of your written objection to such publication should be directed to the building principal.

### Vocational Education

The students of Windsor Central Schools will have vocational education opportunities without regard to sex, race, color, national origin, or handicap. If any student believes that the school district, or any of the district’s staff, has inadequately applied the principles or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint to:

**Dr. Jason Hans**
Director of Special Programs, 504 & Title IX Compliance Officer
Windsor Central School District
1191 NY Route 79
Windsor, New York 13865
(607) 655-8220

### Staff Qualifications (Highly Qualified)

#### Dear Parent:

This letter is to inform you of your right to request information regarding the professional qualifications of your child’s teacher(s) and any paraprofessional who works with your child.

Specifically, federal legislation entitled the No Child Left Behind Act gives you the right to ask the following questions:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree and;
- whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If you would like this information, please contact your child’s Principal and he/she will provide it to you.

### Januray 2021 Calendar

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**At a Glance:**
- Martin Luther King, Jr. Day - No School, 1/18
- Superintendent Conference Day - No School, 1/29
- Middle School student recognition, 1/28
- KORT concert, 1/21

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Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.
Memberships
Pool memberships and daily pool sign-ups will be done in the Fitness Center only. No sign-ups will be done in the Pool area. Members should note that the Pool and Fitness Center requires only one fee which covers both facilities. When the pool is closed, there will be no locker room facilities available. Fitness Center members will be given a membership card, a workout card, and they will be taught how to use cardiovascular machines, selectorize machines, and power equipment by the supervisor. Memberships are available from the Fitness Center supervisors during public hours. Students 7th Grade and above are permitted in the fitness center. Students Grades 6th and below must be accompanied by a parent in the pool.

Everyone must sign and return a Waiver and Release of Liability Form to use the Fitness Center and/or Pool.

Public Hours
Fitness Center
MWF 6-7:45 AM
Mon-Thu 6-8 PM
Sat 7-10 AM
Sun Closed

Pool
MWF 6-7:45 AM
Tue & Thu 6-8 PM
Sat 7-9 AM
Sun Closed

More information can be found at www.windsor-csd.org/AthleticDepartment.aspx

Black Knight Fitness Center

Athletics
The Windsor Black Knights are members of the Southern Tier Athletic Conference (STAC). Students may choose to join a variety of teams.

High School Boys’ Athletic Teams
- Football
- Baseball
- Cross-Country
- Track
- Bowling
- Indoor Winter Track
- Soccer
- Wrestling
- Basketball
- Tennis
- Golf
- Swimming
- Lacrosse

High School Girls’ Athletic Teams
- Field Hockey
- Volleyball
- Cross-Country
- Track
- Bowling
- Fall & Winter Cheerleading
- Swimming
- Indoor Winter Track
- Soccer
- Basketball
- Softball
- Tennis
- Lacrosse

Modified Boys’ Athletic Teams
- Football
- Cross-Country
- Basketball
- Track
- Swimming
- Wrestling
- Tennis
- Lacrosse

Modified Girls’ Athletic Teams
- Field Hockey
- Soccer
- Tennis
- Track
- Volleyball
- Basketball
- Cross-Country
- Softball
- Lacrosse

Dances
Dances are held at every school several times throughout the year.

Clubs and Organizations
- Art Club
- Broadcast Club
- Chess Club
- Drama Club
- Family & Computer Sciences
- FFA
- French Club
- Future Business Leaders of America
- GSA
- Guitar Club
- Health and Fitness Club
- Jazz Band
- Key Club
- Knights of the Rock Table
- LOTE
- Math Counts
- Mock Trial
- Newspaper
- Odyssey of the Mind
- Poetry Club
- SADD
- Ski Club
- Spanish Club
- Student Council
- Technology Club
- Year Book
- Physics Club
- Envirothon
- SIPP
- YES! Leads
- A Capella
- Knight Pack
- Knights Crusade

More information can be found at www.windsor-csd.org/AthleticDepartment.aspx

At a Glance:
- Mid-Term Recess - No School, 2/12-2/15
- Middle School Talent Show, 2/5
- Palmer Student Recognition, 2/5
- Volleyball Tournament at MS, 2/19

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.
The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that 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, 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 yearbook showing your student’s role in a drama production;
- the annual yearbook;
- Honor Roll and other recognition lists;
- graduation programs; and
- sports activity sheets 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, the New York State Education Law §2-1 and two federal laws require school Districts 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.

If you do not want 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 within 30 days after the publication of this notice. Windsor Central School District has designated the following information as directory information.

1. Student’s name
2. Address
3. Telephone listing
4. Electronic mail address
5. Student’s image
6. Date and place of birth
7. Major field of study
8. Dates of attendance
9. Grade level
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended

FERPA Contact: Windsor Central School District
1191 NY Route 79, Windsor, New York 13865
Contact: Scott M. Beattie, Assistant Superintendent

Parent’s Bill of Rights for Data Privacy and Security

The Windsor Central School District, in recognition of the risk of identity theft & unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State & Federal Law. The Windsor Central School District establishes the following parental bill of rights (also accessible on the district’s website www.windsor-csd.org):

- Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- A student’s personally identifiable information cannot be sold or released for any marketing or commercial purposes by the district or any third party contractor. The district will not sell or release it for marketing or commercial purposes, other than directory information released by the district in accordance with district policy;
- Parents have the right to inspect and review the complete contents of their child’s education record (for more information about how to exercise this right, see 5500-R);
- State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students’ personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- A complete list of all student data elements collected by the State Education Department is available for public review at http://nysed.gov/data-privacy-security or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
- Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to (insert district contact information here). Complaints can be made to the District’s Privacy Officer. Windsor Central School District has designated the following information as directory information. Contact: Scott Beattie, Assistant Superintendent of Instruction
1191 NY Route 79, Windsor, New York 13865
(607) 665-8215.

- Parents have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student’s PII occurs.
- Parents can expect that educational agency workers who handle PII will receive annual training on applicable federal and state laws, regulations, educational agency’s policies & safeguards which will be in alignment with industry standards & best practices to protect PII.
- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student PII. Parents can request information about third party contractors by contacting:

Scott Beattie, Assistant Superintendent of Instruction
1191 NY Route 79, Windsor, New York 13865
(607) 665-8215.
**School Health Care**

Medical Examinations

Medical examinations are required by New York State law of each student who is a new entrant, regardless of grade level, and of all students when they reach grades Pre-K or K, 2, 4, 7, and 10. A medical form, to be completed by the parent and physician, should be returned to school by October 1. An examination done any time after June 1 is acceptable for the following school year. Camp and working paper examinations are acceptable. If your child is not seen by your physician, he or she will receive a school medical appraisal by the school physician.

An annual medical examination is required of secondary school students prior to participation in interscholastic sports and cheerleading.

**Mandatory screening for scoliosis is the law of New York State. School nurses will annually screen each student in grades 5-9. In the event possible scoliosis is detected, parents will be notified and a recommendation for referral to the family physician will be made.**

Disease Control

In order to prevent the spread of disease and to ensure rapid recovery with a minimum of after affects, children should be kept out of school when they have the following symptoms, and until they are “symptom free” for 24 hours: nasal discharge, fever or chills, sore throat, vomiting, upset stomach, severe headaches, skin disease, ear ache, red discharging eyes, diarrhea. If these symptoms develop into a communicable disease, other than the common cold, parents are asked to notify the school immediately.

**BMI**

New York State Education Law requires that BMI (body mass index) and weight status group be included as part of the student’s school health examination. Each year sample school districts will be selected to take part in a survey by the New York State Department of Health. If our school is selected to be part of the survey, we will be reporting to New York State Department of Health information about our students’ weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child’s information excluded from this survey report. If you do not wish to have your child’s weight status group information included as part of the Health Department’s survey, please notify your child’s school nurse in writing by October 1st.

If you have questions, please contact your school’s health office.

Bell Elementary ........................................................................ 775-4833
Palmer Elementary and Middle School........................................... 655-8244
High School......................................................................................655-8249

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Palmer Elementary and Middle School........................................... 655-8244
High School......................................................................................655-8249

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**School District Physician**

Lourdes Occupational Health Services
3101 Shippers Road, Suite 101
Vestal, NY 13850
251-2170

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**Head Lice**

Head lice are tiny (2 to 3 mm. long) insect parasites that are confined almost exclusively to the head region. Their body color is grayish except after feeding, when it acquires a reddish hue. Its favorite hiding place are those areas behind the ears and on the back of the neck, although lice can be almost anywhere on the hair or hairy surface of the scalp.

Direct inspection of the hair and scalp is the best way to detect the actual presence of crawling forms of head lice and eggs (nits). Both are most commonly found at the nape of the neck and behind the ears.

Consult the Centers for Disease Control and Prevention at http://www.cdc.gov for treatment information. Type in the words “head lice.”

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**April 2021**

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<td>Post-Prom Flower Sale ends</td>
<td>School Day SAT, HS, 8a-12p</td>
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<td>Weeks TPC Krispy Kreme Fundraiser Begins</td>
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<td>Board of Education Meeting, High School, 6pm</td>
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<td>National Honor Society Induction, HS, 7pm</td>
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Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.
Where is the bus stop?

During the school year phone calls are often received from parents/guardians regarding the fact that their student(s) has missed the bus. There is a variety of reasons that usually follow this call such as “the bus didn’t stop,” “the bus didn’t even slow down,” “my student was waiting in the house because it was cold outside, raining or snowing.” All students that are transported by our district buses are advised through three (3) mandated bus drills that their bus stop is located approximately fifteen (15) feet from the end of their driveway, sidewalk or doorway. Students should be waiting for the bus to arrive OUTSIDE so that they are visible for regular and especially substitute drivers to see them. All routes are consistent with their times by +/- five minutes. Be considerate of others on your bus route and be prepared to board the bus when it arrives at your bus stop.

The Transportation Department presents a “Bus Safety” program at the beginning of the school year that addresses where to wait for the bus, how to properly cross the road when loading or unloading, and are given a visual of what the driver actually sees when students are crossing.

Once again all students should be waiting for the bus to arrive. Drivers are not allowed to blow their horn to summon children to the bus. The horn is to be used to signify a dangerous condition to students. If you have any questions or concerns, please feel free to contact Christopher Durdon at 655-8241.

YOUR CHILDREN’S SAFETY IS OUR MAIN CONCERN.

Emergency Closings

When it is necessary to close the district schools because of an emergency, announcements will be made on the school website (www.windsor-csd.org) and various media and social media networks. When it becomes necessary to close school during regular school hours, announcements will be made approximately one hour in advance. When schools are closed for an emergency, they may also be closed for any other use planned for that day.

This District utilizes School Messenger – a voice messaging system that allows the District to contact parents and homes with a personalized message within minutes. Please contact your child’s principal if you would like additional information about this service.

Rules for Student Conduct on Buses and at Bus Stops
1. Be orderly, quiet, considerate of people and property at bus stops.
2. Students should be at bus stops five minutes before arrival time.
3. Bus drivers have the authority to assign seats, give directions, and implement rules for the safe and orderly conduct of students.
4. Acceptable public behavior will be expected of all bus riders.
5. When crossing the street or road to or from the bus, cross at least 15 feet in front of the stopped school bus. Make eye contact with the bus driver and wait for the signal to cross.
6. Bus passengers should not be in front of the white line while the bus is in motion.
7. Head or arms must not be extended from bus windows.
8. No drinking or eating is allowed on the bus.
9. Shouting, fighting, offensive language and smoking are not acceptable.
10. Remain seated until the bus stops at your destination.
11. Bus drivers will report violations of the above. Students who violate the regulations can have their bus riding privileges revoked.
12. No Middle School students are allowed off the bus at the High School unless they are attending after school functions.

Private and Parochial School Transportation

All requests for transportation to private and parochial schools must be made in writing prior to April 1 of the previous year. Requests should be submitted to:

Mr. Christopher Durdon
Windsor Central School District
206 Main Street
Windsor, New York 13865

Required information includes the student’s name, grade, address, telephone number, date of birth, and name and address of the school which transportation is required.

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

May 2021

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<td>Post-Prom Golf Tournament Links at Hiawatha 1pm</td>
<td>Teacher Appreciation Week Begins</td>
<td>Post-Prom Flower Sale Pickup</td>
<td>Krispy Kreme Delivery, Weeks</td>
<td>Nurses Day</td>
<td>Mother’s Day breakfast, Palmer, 8am</td>
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<tr>
<td>Mother’s Day</td>
<td>BOGO Book Fair Begins, Weeks</td>
<td>Board of Education Meeting, HS, 6pm</td>
<td>TPC Meeting, Weeks, 6:30pm</td>
<td>7th &amp; 8th/MS Concert 7 PM</td>
<td>BOGO Book Fair Ends, Weeks</td>
<td>Prom at The McKinley 7:30pm (Post Prom Party, HS, following Prom)</td>
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<tr>
<td>Weeks Family Fun Knight, 4pm</td>
<td>HS Concert/Art Show, 7pm</td>
<td>School Budget Vote 10am-8pm</td>
<td>6th/MS Concert, 7pm</td>
<td>Scholastic Awards, HS 7pm</td>
<td>No School</td>
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<tr>
<td>Memorial Day - No School (5/31)</td>
<td>Board of Education Meeting, High School, 6pm</td>
<td>Kickball Tournament, MS, 2:30pm</td>
<td>Palmer Concert 6:30 PM</td>
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At a Glance:
- Teacher Appreciation Week, 5/3-5/7
- Prom at the McKinley, 5/14
- School Budget Vote, 5/18
- Memorial Day - No School, 5/28-5/31
Residents over the age of five years and under twenty-one years are entitled to attend Windsor Central Public Schools.

Children seeking admission to Kindergarten must reach age five on or before December 1 in order to be admitted to school the previous September.

Children seeking admission to the first grade should have successfully completed a full year of Kindergarten and must have reached age 6 on or before December 1 of that school year, with the following exceptions:

- A minor shall be required to attend school from the first day that the appropriate public schools are in session in September of the school year in which the minor becomes six years old and shall be required to remain in attendance until the last day of session in the school year in which the minor becomes 16 years old.
- A child who does not qualify on the basis of chronological age, but who has successfully completed a full year of Kindergarten, may be admitted to first grade if, on the basis of the results of a comprehensive evaluation administered by district personnel, the child is found to possess the readiness skills prerequisite for entrance into first grade.

- During the spring of each year, a Kindergarten registration is conducted. Parents of Pre-Kindergarten children are requested to register their youngsters at that time. An orientation program for all Kindergarten parents is held at the same time.
- All children must be immunized against diphtheria, measles, German measles (rubella), poliomyelitis, mumps, and Hepatitis B. Proof of inoculations must be furnished. (The only exceptions, according to law are: written religious exemption and, in the case of measles and mumps, a medically documented history of the disease.)

**Entrance Procedure**

**Working Papers**

Working papers are required for everyone under 18 years of age for all types of employment, including newspaper carriers.

Forms must be signed by a parent/guardian, and a birth certificate, driver’s license/permit, baptismal record, or passport must be presented as proof of age. The student must have a physical examination by the school physician or family physician. (Examinations by a school physician will be available during the academic year but not during the months of July and August.) If the medical examination is satisfactory, the school will issue the employment certificate of permit.

Working papers may be secured from the Guidance Office at the High School, from 8:00 a.m. to 3:30 p.m., during the academic year. This applies to all students whether they attend public, private, or parochial school.

**Ages 11-12**

- Newspaper Carrier only (students need application from school and birth certificate).

**Ages 14-15**

- Farm work and odd jobs, non-factory. Three hours maximum on school days, 8 hours maximum on non school days, 18 hours total per week. May not work after 7:00 p.m. or before 7:00 a.m.

**Ages 16-17**

- Various jobs with the exception of working with power-driven machinery. Four hours maximum on school days, a total of 28 maximum per week. May not work from 10:00 p.m. to midnight without consent. (For ages 14-17, students need an application from school, birth certificate and proof of physical within the past 12 months.)

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**June 2021**

**At a Glance:**

- Varsity Awards Night, 6/10
- 8th Grade Moving Up, 6/11
- Graduation Rehearsal, 6/24
- Graduation, 6/25

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<td>NJHS Inductions, MS, 7pm</td>
<td>Weeks Concert 6:30 PM</td>
<td>Academic Awards Ceremony, MS, 8:30am</td>
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<td>Palmer UPK Celebration, 2pm</td>
<td>First to Say Thank You Ceremony, HS, 7pm (tentative date)</td>
<td>Father's Day breakfast, Palmer, 8am</td>
<td>Buddy Field Day, Weeks Flag Day/Field Day, Palmer</td>
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<td>Palmer 5th Grade Moving Up, 10am</td>
<td>Palmer UPK-2 Award Ceremony, 9am</td>
<td>Buddy Field Day, Bell</td>
<td>5th Grade Moving Up, Bell, 9:30am</td>
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<td>Father's Day Bell Picture Day</td>
<td>Board of Education Meeting, High School, 6pm</td>
<td>Graduation Rehearsal, HS, 1pm</td>
<td>High School Graduation, HS, 6:30pm</td>
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Calendar dates may change; please refer to the District website calendar for the most up-to-date event information.
### District Leadership

#### Administration

<table>
<thead>
<tr>
<th>District Office</th>
<th>1191 NY Route 79</th>
<th>Windsor, New York 13865</th>
<th>Fax: (607) 655-3553</th>
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<tbody>
<tr>
<td>Jason A. Andrews, Ed.D.</td>
<td>Superintendent of Schools</td>
<td></td>
<td>655-8216</td>
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<tr>
<td>Scott M. Beattie, Asst. Superintendent for Instruction</td>
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<td>655-8215</td>
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<tr>
<td>Andrew A. Fiorentino, Asst. Superintendent for Business &amp; Admin. Services</td>
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<td>655-8215</td>
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<tr>
<td>Barbara Phillips, Director of Learning &amp; Continuous Improvement</td>
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<td>655-8213</td>
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<tr>
<td>Dr. Jason Hans, Director of Student Support &amp; Family Services</td>
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<td>655-8220</td>
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</tbody>
</table>

### Board of Education

- **President:** Peter Nowacki  
  205A Garrett Road, Windsor 13865  
  655-3130  
  Term Expires 2022

- **Vice President:** Margo Kibbler  
  34 Quilt Hill Rd., Kirkwood 13795  
  775-2218  
  Term Expires 2021

- **Alan Colosi:**  
  189 Honey Hollow Road  
  Windsor, NY 13865  
  765-3468  
  Term Expires 2022

- **Rhea Deyo:**  
  232 Treadwell Rd, Windsor 13865  
  775-0919  
  Term Expires 2023

- **Carin Shaffer:**  
  140 Doolittle Road, Harpursville 13787  
  655-2901  
  Term Expires 2022

- **Kathy Swezey:**  
  392 Trim Street, Kirkwood 13795  
  775-0940  
  Term Expires 2023

- **Kevin Truman:**  
  50 Terrace Dr., Windsor 13865  
  655-3474  
  Term Expires 2021

### School District Clerk

<table>
<thead>
<tr>
<th>Amy Barton</th>
<th>District Office</th>
<th>1191 NY Route 79</th>
<th>Windsor, NY 13865</th>
<th>655-8216</th>
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### Health Insurance/Tax Collector

<table>
<thead>
<tr>
<th>Lillian Dibble</th>
<th>District Office</th>
<th>1191 NY Route 79</th>
<th>Windsor, NY 13865</th>
<th>655-8218</th>
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</thead>
</table>

### School District Attorney

<table>
<thead>
<tr>
<th>Coughlin &amp; Gerhart</th>
<th>99 Corporate Drive</th>
<th>Binghamton, NY 13904</th>
<th>723-9511</th>
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</table>

### Board of Education Meeting Schedule

<table>
<thead>
<tr>
<th>Dates and location are subject to change</th>
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<tbody>
<tr>
<td>July 7 (5:30pm)</td>
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<td>August 25 (8am)</td>
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<td>September 15*</td>
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<td>October 20*</td>
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Meetings begin at 6:00 p.m. (unless otherwise noted)
*Building inspections-5:00 p.m.
**Community Recognition Ceremony-6:00 p.m.

### Dignity Act Coordinators

- Toby Youngs, A.F. Palmer Elementary
- Lorrie Hubert, F.L. Bell Elementary
- Kristin Beriman, C.R. Weeks Elementary
- Christopher Klumpp, High School
- Erica Strick, Middle School

### Compliance Officers

- Dr. Jason Hans
- Barbara Phillips

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**July 2021**

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<tr>
<td>Independence Day</td>
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Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.
Windsor Central School District Calendar 2019 - 2020

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

District Goals

1. Achieve 4-year graduation rate of > 92%, 5-year graduation rate of > 95%, and drop-out rate of <4%.
2. Achieve Student Performance on State Assessments to Rank in Top 2 Districts in B-T BOCES on Average for Proficiency and Top 3 Districts in B-T BOCES for Mastery on Average.
3. Achieve a rate of at least 80% of students meeting or exceeding nationally normed end-of-year literacy benchmark expectations.
4. Attain 95% participation in school/community programs among students in grades PK-12.

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Do you receive the E-News from Windsor CSD?
Special events and important updates are sent out monthly from the Windsor Central School District via email. Are you receiving this vital information? If not, we strongly encourage you to sign up for the E-News by going on our website: www.windsor-csd.org

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.
Please tear out the following section for the meal plan information
19 students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge. Children in households participating in WIC, Food Stamps (SNAP), the National School Lunch Program, Head Start, or other assistance programs, may qualify for free or reduced price meals. Your children may qualify for free meals or for reduced price meals. Beginning July 1, 2020:

- **Free Meal Eligibility:** Income is $0.00
- **Reduced Price Meal Eligibility:** Income is between $0.00 and High School for $2.80

To get free or reduced price meals for your children:
- Carefully complete one application following the instructions for your household and return it to the Service Dept., 1191 NY Route 79, Windsor, NY 13865.
- Use one Free and Reduced Price School Meals Application for all students in your household.
- Reservations for meal service can be made by calling 607-655-8220.
- Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). You no longer need to report changes for an income increase.
- Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.
Requalification: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not expressly authorized by the NSLP requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, or where eligible for special consideration under any program, on the basis of race, color, national origin, age, physical or mental disability, sex or on the basis of gender identity.

Please contact the USDA’s Office of Civil Rights, to file a complaint, or to ask any questions regarding discrimination by us, call the toll free number at 1-866-632-5227 (voice or teletypewriter), or write in writing via mail, email or at any USDA office. Individuals who are deaf, hard-of-hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. Please note that USDA has a waiver of liability for various records. (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Welcome!

The food service department would like to say "Hello!" and introduce you to our rockin' lunch items. The Rock on CaféTM offers students milk, fruits and vegetables, proteins and grains, and must meet strict nutrition and portion size regulations.

Key Standards Include:

• Age-appropriate calorie limits
• Large serving of vegetables and fruits (students must take at least one serving of fruit or vegetable)
• A wide variety of vegetables, including dark green and red/orange vegetables and legumes
• Fat-free or 1% milk
• Whole grains

Visit your district website for the current Charge Meal Policy

For more information about the Rock on CaféTM and the standards for school meals visit us at www.rockoncafe.org and follow us on Facebook, Instagram and Twitter.

You can pre-pay online for your child’s meals! Best of all, you will be able to monitor how your child is using the money.

For more information go to: www.rockoncafe.org

FREE & REDUCED MEALS

FREQUENTLY ASKED QUESTIONS

Q. Who can get free meals?
A. Children are eligible for free meals if they live in a household that get SNAP or Temporary Assistance for Needy Families (TANF), if your household income is within the free limits on the Federal Income Guidelines Chart.

Q. Who can get reduced meal prices?
A. Your child/children can get low cost meals if your household income is within the limits based on the Federal Income Guidelines Chart.

Q. Do I need to fill out an application for each child?
A. No. Complete the application to apply for free or reduced meal prices. Please, use one Free and Reduced Price School Meals Application for all students in your household.

Q. If I don’t qualify now, may I apply later?
A. Yes! You may apply at any time during the school year. For example, if your household size goes up, income goes down, or if you start getting SNAP, TANF or other benefits. Note: If your income changes or your work circumstances change and affects your income, your children may be eligible to get free or reduced meals.

Q. What do I do if I get a direct certification letter in the mail?
A. Please fill out the necessary information (for example: grade & school) and mail your application to the address.

Q. Do I need to fill out an application every year?
A. Yes! You must fill out a new application every year.

Parents/Guardians you can apply for Free/Reduced meals directly online at the convenience of your own home.

Please check out the Rock on Café website below, click on Free & Reduced Information tab to access the application.

For more information go to: www.rockoncafe.org or you may contact Rosa Shelp, 607-766-3926

Windsor Central School District
Mark Bordeau, Food Service Director, 607-766-3926
www.rockoncafe.org
CONSENT TO RELEASE FREE OR REDUCED PRICE ELIGIBILITY INFORMATION

School officials may release information that shows that my child/children are eligible for free or reduced price meals to the following programs. I understand that the information will only be provided to the program(s) checked.

(Check the box next to the program area(s) you wish to release information to)

☐ State or federal programs such as the Youth Summer Work program or the Educational Talent Search Program.
☐ Local health and education programs and other local programs that provide benefits such as free textbooks or school supplies, free band instruments, or reduced fees for summer school or driver education.
☐ Community programs such as holiday baskets, summer arts and playground programs.

I understand that I will be releasing information that will show that my child/children are eligible for free and reduced price meals or free. I give consent to release my confidential information for the above named uses.

Child/Children:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I certify that I am the child's parent/guardian for whom the application was made.

Signature of Parent/Guardian:_____________________________________________________________

Print Name:____________________________________________________________________________

Address: _____________________________________________________________________________

Phone Number: _________________________________________________________________________

Date: _______________________

Mail to:
Windsor CSD – Food Service Dept.
1191 NY Route 79
Windsor, NY 13865

Nondiscrimination Statement:
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442;

(3) email: programintake@usda.gov.

This institution is an equal opportunity provider.
To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return it to the designated location.

1. List all children in your household who attend school:
   - Homeless
   - Migrant
   - Runaway

2. SNAP/TANF/FDPIR Benefits:
   - Enter the total number of household members in the box provided. This number should include all adults and children in the household and should be the total number of people living in the household. If any member of the household has more than one household number, such as a foster child or TANF case number, you must enter all numbers.
   - The application must include the last four digits only of the social security number of the adult who signs the application. If the adult is a student, they must provide the last four digits or mark the "I do not have a SS# box" before the application can be approved.

3. Household Income Information:
   - Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are raising if you are not their biological parent, and other related and unrelated people in your household. Use another piece of paper if you need more space.
   - Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person’s usual income.
   - Include this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.

4. Additional Information:
   - For each Household Member listed, if they do receive other benefits, write their name, their amount and how often they receive it. Include other benefits, such as Medicaid or Children’s Health Insurance Program (CHIP).

5. Ethnicity and Race are optional; responding to this section does not affect your children’s eligibility for free or reduced price meals.

6. If you have any questions or need assistance, call Rosa Shelp at 607-766-3926. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delays.

7. This institution is an equal opportunity provider.