

# Windsor Central High School

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

September 8.....	Conference Day
September 9.....	First day of school
October 7.....	Open House
October 8.....	1/2 Day Dismissal
October 9.....	Conference Day
October 12.....	Columbus Day
November 6.....	1/2 Day Dismissal – Data Huddle Day
November 11.....	Veteran’s Day
November 25, 26, 27.....	Thanksgiving
December 24-31.....	Winter Recess
January 1.....	New Years Day
January 2.....	School Resumes
January 18.....	Martin Luther King Day
January 26-29.....	January Regents Test Dates
February 15.....	Presidents’ Day Holiday
March 19.....	Conference Day
April 1-9.....	Spring Break
May 14.....	1/2 Day Dismissal – Data Huddle Day
May 31.....	Memorial Day
June 25.....	H. S. Classes End
June 26.....	Graduation

## PROGRESS REPORT DATES

September 25 - October 16 - December 4 - December 23 - February 19  
March 12 - May 7 - May 28

## REPORT CARD DATES

Quarter Ends:	November 13	Cards Issued:	November 20
	January 29		February 5
	April 16		April 23
	June 25		June 25

# Student Handbook 2009-2010

## **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. Christopher Haynes, Principal*

*Mr. Jeffrey V. Salasny, Associate Principal*

## **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.

### **ANNOUNCEMENTS**

General information bulletins are read daily during Advisory. In order to be well informed on school affairs, students should listen carefully to all of the announcements.

### **ARRIVAL TO SCHOOL**

The student entrance doors will be locked after 8:10 a.m. so as to provide for a school that can be as safe as possible. If you arrive to school after 8:10 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.

### **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.

### **AUTOMOBILES**

Vehicles may be used only for transportation to and from school. Any student who wishes to drive a vehicle on school grounds, must receive permission from the high school principal subject to completion and approval of the registration of that vehicle. 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. No student will be allowed to drive or park on school grounds unless they have permission from the principal to do so and the vehicle is registered with the office.

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.

### **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.

#### **CELL PHONES**

Student possessed cell phones must be turned off and be out of sight from the beginning of the school day until the end of the school day. If a cell phone goes off during class or if a student has his/her cell phone out during class, the phone will be confiscated immediately and will be only given back to the parent or guardian of the student.

#### **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.

#### **CORRECTION CENTER (CC)/ INSTRUCTIONAL SUPPORT CENTER (ISC)**

The correction center is a room where students are assigned for disciplinary purposes. Students are expected to maintain appropriate behavior during the time they are assigned to the Correction Center. Correction Center rules are posted in the room. CC will run from 2:30 – 5:30 on Tuesday, Wednesday and Thursday.

#### **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.

#### **DETENTION**

The principals and teachers may assign students to the detention hall for disciplinary reasons. Teachers, who desire to see a student at 2:30, will have that student report directly to them. A student, who is assigned to the detention hall, must come prepared to study with the necessary books and materials. Students who fail to appear for detention, without a valid reason, or students who are asked to leave the detention hall for behavior reasons, will be considered insubordinate and will be disciplined accordingly. Outside obligations such as work do not relieve a student of their school obligation which must come first.

The detention hall room will be assigned as it will run from 2:30-3:25 every day an activity bus is scheduled (Tuesday, Wednesday, and Thursday). Students should go directly to the front of the school to wait for the 3:30 bus after being dismissed from detention at 3:10.

#### **DISPLAYS OF AFFECTION**

Displays of affection on school property or during school activities is 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, both 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.

#### **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%.

#### **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 fire fighting 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.

#### **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.

Students should memorize the combination and locker number as soon as it is issued by the homeroom teacher on the first day of school. Students should not give the combination to anyone or write the locker number and combination anywhere. If the student forgets the combination, the secretary in the Main Office will be glad to tell you the combination. **Do not use a locker that has not been assigned to you.** Special lockers are issued in the gymnasium dressing rooms for gym clothes.

The locker should always be locked. The school cannot be responsible for articles lost from lockers. If, for any reason, the locker does not work properly, the difficulty should be reported immediately to the Main Office.

Make sure your locker is completely closed and locked to avoid someone damaging your locker. If damage occurs because you forgot to make sure your locker is completely closed, you will be assessed the cost of the repairs. Please be reminded that your locker can be subject to search by the Administration if there is reason to search your locker. This may occur without notification.

## 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.

## 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

Seniors only - 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. Underclassmen only – your agenda is your pass. You must have written permission, which will be completed in your agenda to move about the building during class time or to be in any area where you are not regularly scheduled.

## PERSONAL PROPERTY

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

## PHYSICAL EDUCATION

Physical activity being important to wellness and creativity, all students must participate in scheduled physical education. New York State requires 2 credits of physical education in four years, to be completed as ½ credit each year, to graduate. The following are guidelines, policy and procedures. **Dress Code:** Students change for activity for safety and hygiene reasons. Sneakers, socks; shorts or sweatpants; t-shirt or sweatshirt are all acceptable. The dress code is in effect regarding plunging necklines and vulgar images on clothing. When classes are held outside, students are encouraged to dress according to temperature changes. **Swimming:** All students will be required to be involved in a swim unit during each of the four years. Girls must have a one-piece suit. Boys must have appropriate shorts. It is recommended that all students have a towel and a "flip-flop" type shoe available. **Locks:** Locks will be made available the first week of class. Locker information and combinations will be recorded with the teacher. It is the student's responsibility to lock and secure the physical education locker while in class. Any large sums of money or valuables should be given to the teacher to lock in the office. Unattended and unsecured clothing will be discarded. **KEEP YOUR LOCKER LOCKED** when showering as well as any time when your valuables are left unattended. You should also follow this same advice if you participate in athletics. **Grades:** Success is guaranteed to those students who change for class, attend regularly and participate in each unit to the best of their ability. Respect for other students and sportsmanship will be expected at all times. The code of conduct is in effect.

## 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**

### **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.

### **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.

A special notification will be mailed to the parents of students who are in danger of failing one or more subjects or need to improve in specified areas.

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.

### **RANK IN CLASS**

In computing rank-in-class positions, all final class averages will be computed except physical education. 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 (2-79).

### **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, H20, Academic Tutors, Academic Intervention Service and Guided Study Hall.

### **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. Homework in most cases is assigned daily with appropriate teacher feedback provided. Should you be absent from school, it is the student's responsibility to acquire and submit assigned homework within two days of your return to school unless other agreed upon arrangements 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 2:30-3:15 Monday-Thursday. Mondays are reserved for students who are participating in a co-curricular activity and have been assigned due to a failing grade. WHS teachers, staff and administration are present at all times during Homework Center.

## **HOME INSTRUCTION**

If you are unable to attend school due to an extended illness, it is possible for you to receive home instruction during the time of your illness. In order to arrange for such instruction, you must have a note from your doctor stating the nature of the illness and the anticipated length of confinement. Requests for this service and the above information should be given to the nurse (655-8249) as soon as possible. Once received, the school will provide home instruction to the student to help to maintain ongoing class work and assignments.

## **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.

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school during the school term, a withdrawal form is required to be completed and signed by your parent or guardian prior to your planned withdrawal. The withdrawal form is available at the

Attendance Office. The form requires signatures from each of your teachers, the principal, attendance clerk, counselor, librarian and cafeteria personnel.

## **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, various clubs and organizations 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 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 normally are held from 8:00 p.m. to 11:00 p.m. 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**

Windsor students have available to them a fine athletic program both for boys and girls. Rules and regulations are established to help each athlete develop to his/her fullest potential. At the beginning of each sports season, coaches will review these rules and regulations that pertain to each sport. All athletes are expected to follow these rules at all times and any deviation from them will not be tolerated.

Windsor has a fine reputation for good athletes and good sportsmanship and this tradition is your responsibility to continue in the future. All rules and regulations are on file with your coach and the Athletic Director.

The Windsor Black Knights are affiliated with the Southern Tier Athletic Conference and compete in the STAC East and Section IV. Windsor's school colors are black and gold.

### **RULES GOVERNING PARTICIPATION ON ATHLETIC TEAMS**

I. The policies governing participation in the Windsor Central High School Interscholastic Athletic Program and Cheerleading are established as a code which each athlete must honor for the privilege of participating in any one of the athletic teams at Windsor.

II. A participant's first priority must be towards academic school work. All athletes who need extra help or are required to make up class work will be excused from practice after school for that help with a faculty member. The athlete should let his or her coach know ahead of time, and return to practice with a pass from the faculty member who was supporting the student.

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. All student-athletes are bound by the co-curricular Academic Policy.

III. Training Rules

A. All squad members are required to attend all regular and normal sessions unless they have been excused from practice or games by the coach. Infractions will lead to 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. Students found guilty of such use or possession will be suspended from the team for one (1) game 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 Assistant Counselor's Program before returning to the activity. 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 the team for one (1) game for a 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 Assistant Counselor's Program before returning to the activity. 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.

In order to maintain peak performance by each athlete, no member of any team or the cheerleading squad will be permitted to smoke or use smokeless tobacco. No member of any team or cheerleading squad will be permitted to consume alcoholic beverages, except in the context of a religious ceremony. Violation of these training rules will result in suspension from the team or other appropriate sanction set forth in the Discipline Code of the Windsor Central School District.

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 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.

Police officials will be contacted. A subsequent offense of either use or possession will result in removal from the team for the remainder of the season and police officials will again be contacted.

The use, possession and sale or gift of any drug or controlled substance is prohibited by the Student Discipline Code. 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 a.m. 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. The athlete will reimburse the District for lost or purposely damaged equipment.

G. Conduct: All squad members are expected to represent their team and school with pride in a manner which will require positive school citizenship qualities of each squad member (for example, no insubordination, stealing, destroying school property, taunting of other students outside of athletics, 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 Assistant Counselor's Program without consequence.

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 the permission of the coach shall not be admitted to any other team during that season.

VI. It shall be the duty of the coaching staff during any sports season to report any athlete seen violating training rules to the Head Coach.

The Rules Governing Participation on Athletic Teams must be reviewed by the athlete and his/her parents. The policy will be signed by the athlete and parent and returned to the coach before participation on a team begins. A copy will be returned to the athlete and parent. Signatures indicate that the parent and athlete have read and comprehend all training rules and agree to participate in accordance with the rules.

## **ATHLETIC TRANSFER POLICY**

### **Athletic Eligibility**

A. A student who transfers schools, coincident with a change in the school district in which his/her parents reside, shall become eligible to participate in interscholastic athletics two weeks (14 calendar days) after starting regular attendance in the second school.

B. A student who transfers without a corresponding coincidental change of his/her parents residential address, shall be ineligible to participate in any interscholastic athletic contest at the junior varsity or varsity level in a particular sport for a period of one (1) year if the student previously participated in that sport at a junior varsity or varsity level during the one-year period immediately preceding his/her transfer unless:

1. The student has attained the age of majority and established residence in a school district other than that of his/her parents.

2. A private or parochial ceases to operate and the student transfers to another private or parochial school of his/her choice or to a school within the school district in which one of his/her parents reside.

3. A student is a ward of the county or state and is placed in a school district pursuant to a court order (a judicial order declaring guardianship alone shall not fulfill this requirement).

4. A student whose parents have divorced or separated moves into a new school district where one of his/her parents resides and no such change of residence altering the school district in which the student is eligible has occurred within the previous six months.

5. A student [petitions the Section to transfer his/her eligibility without penalty and] demonstrates that the transfer was not influenced by athletic considerations or that an undue hardship for the student will occur.

For purposes of this transfer policy, the term "parent" shall include a natural mother or father, an adoptive mother or father, and any other persons with whom the student has resided for at least six (6) months, whether related or unrelated.

## **CHEERLEADING**

Cheerleading activities are offered for Junior Varsity and Varsity Football and J. V. and Varsity Basketball. The cheerleading advisor, as well as the Athletic Director has specific information available in regards to selection of candidates and additional policies for cheerleaders.

## **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.
- Noisemakers of any kind, including musical instruments, are prohibited at these indoor contests.
  - Students may not smoke in the school building or on school grounds.
  - Soda bottles, soda and ice cream are prohibited in the gymnasium.
  - The use of alcoholic beverages prior to or during a high school athletic contest, either by a student or an adult, is prohibited.
  - To promote good sportsmanship, booing of any type during a ballgame is prohibited.

### **SPECTATOR BUSES**

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

- Use of parental permission slip by student prior to signing up for the bus.
- Only students signed up for the spectator bus will be allowed to ride.
- Forty (40) students are necessary to fill the first bus.
- Sixty (60) students are necessary to fill two buses leaving for the same athletic contest.
- Students arriving at any away contest as a passenger on the spectator bus **must** return to Windsor on the same spectator bus.
- Spectator buses will not stop en route to or from an athletic contest.
- 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.
- All school rules apply to students while on the spectator bus or in attendance at away games.

### **CHANGE OF SCHEDULE PROCEDURE**

Those students, who find it necessary to make a schedule change, should make an appointment to see their counselor. Students should remember that prior to the beginning of the school-year, your schedule has been carefully planned with your parent's approval. Furthermore, it is the district's policy not to make changes without justifiable reason.

## **STUDENT DISCIPLINE CODE**

### **Students Rights and Responsibilities**

#### **A. Student Rights**

The district is committed to safe-guarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

- Take part in all district activities on an equal basis regardless of race, color creed, national origin, religion, gender or sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

#### **B. Student Responsibilities**

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress according to the Code of Conduct for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extra-curricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

### **Student Dress Code**

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

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

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments including but not limited to short shorts, tube tops, net tops, halter tops, spaghetti straps, tank tops, plunging necklines (front and/or back) and see-through garments will not be tolerated.
- Ensure that under garments are completely covered by outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include headwear in the building except for a medical or religious purpose. This includes hoods.
- Not include any coat or jacket designed to be worn outside. This includes, but is not limited to: trench coats and leather wear containing metal spikes. During the colder months, students will have the opportunity to hang up their coat or jacket in their locker and should do so at the student's first opportunity.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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

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

### **Prohibited Student Conduct**

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

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

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

A student shall be subject to disciplinary action in relation to the following:

- A. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or coming from a school function or a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic contents.
- B. The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Exception: any drug taken in accordance with a current prescription signed by a physician, which is to be taken by the particular student at the time in question.
- C. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- D. Verbal or physical intimidation.
- E. Fighting or causing physical harm to another.
- F. Disrespect toward a faculty member or any school personnel.
- G. Possession or use of a weapon which constitutes a firearm or destructive device, on school premises. School premises includes school grounds, school buildings, or a school bus.
- H. Possession or use of knives or other weapons not included in section (G) on school premises. School premises include school grounds, school buildings, or a school bus.
- I. Failure to comply with the directions of a teacher, administrator or other school employee.
- J. Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
- K. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
- L. Selling, using or possessing obscene material.
- M. Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
- N. Any willful act which disrupts the normal operation of the school community.
- O. Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.
- P. Disrupting the educational process.
- Q. Interfering with the teacher's authority over the classroom.
- R. Acting as a violent pupil.
- S. Vandalizing school property or the property of a student or staff member.
- T. Violating the civil rights of another student.
- U. Violating the district's dress code.

#### **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. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extra-curricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
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
14. SUSPENSION

For serious violations of rules, students may be suspended from school for up to five days in accordance with New York State Education Law. Students on suspension may not participate in school activities, nor attend as a spectator. Suspended students will attend alternative instruction programs during the time of their suspension at a pre-determined BOCES Study Center. Arrangements for transportation and attendance of students to the BOCES Study Center will be made by the Main Office. When assigned to attend the BOCES Study Center, you are to report directly to the Main Office of this high school to await your bus to take you to the Study Center. Similarly, when returning from the Study Center, you are to report directly to your bus and await transportation home.

## **LIBRARY REGULATIONS**

### **FOR STUDENTS OF WINDSOR CENTRAL HIGH SCHOOL**

The purpose of the Resource Center or Library is to assist students in their study, research, book selection and the completion of assigned work. Please use the library and its materials carefully with consideration for others who also need them.

#### **LOANS AND RETURNS**

All library materials borrowed *must be checked out*. Any student with no overdue material may borrow two books at a time for a 4-week period. Reference, Reserve and Vertical File materials may be borrowed for *overnight only* from the Circulation Desk. These materials should be returned to the Circulation Desk on or before their due dates.

Magazines may be borrowed for one mod only. These should be returned to the cart beside the Circulation Desk. Magazines which will not be needed in the next two days should be returned in the box on top of the cart. Those magazines which you will need to use again (*reserve*) during the next two days should be put on the bottom of the cart. The latest issues of a magazine may not be put on reserve. Magazines are only loaned overnight for special class projects after arrangements are made by the classroom teacher.

#### **OVERDUE MATERIALS**

No fine is charged for overdue books and magazines, but students must pay for lost or damaged materials. ***Please return your materials promptly so that others may use them.***

#### **LIBRARY PASSES**

All students who come to the library unaccompanied by a classroom teacher must have a pass.

**OFFICERS OF CLASSES AND CLUBS**

**Seniors - Class of 2010**

President.....Jessica Collins  
 Vice-President.....Craig Williams  
 Secretary.....Steve Clouston  
 Treasurer.....Matt Behn

**Juniors - Class of 2011**

President.....Felicia Schwartz  
 Vice-President.....Jolynn Barton  
 Secretary.....Logan Nagle  
 Treasurer.....Katie Sisson

**Sophomores - Class of 2012**

President.....Calen Renner  
 Vice-President.....TBD  
 Secretary.....Tim Haswell  
 Treasurer.....Erin Morrissey

**Freshman - Class of 2013**

**Elections to be held the first week of school**

President.....Joe Hansen  
 Vice President.....Matt Kistner  
 Secretary.....Emma Coon  
 Treasurer.....Ashley Kamp

**STUDENT COUNCIL OFFICERS**

President.....David Bates  
 Vice-President.....Rebecca Griswold  
 Secretary.....Cameron Larnerd  
 Treasurer.....Leigh Martino

**NATIONAL HONOR SOCIETY**

President.....Jessica Collins  
 Vice-President.....David Bates  
 Secretary.....Luke Poplawski  
 Treasurer.....DJ Nugent

**BOYS VARSITY CLUB**

Advisor.....Mr. Symons

**GIRLS VARSITY CLUB**

Advisor.....Miss Van Riper

**BAND**

Advisor.....Mrs. DeSantis

**CHORUS**

Advisor.....Mrs. Szigeti

**DRAMA CLUB**

Advisor.....Mrs. Salasny

**KNIGHTLIFE**

Advisor.....Mr. Ciurzynski

**CRUSADER YEARBOOK**

Advisor.....Mrs. Wardell

**SADD**

Advisor.....Mrs. Barnes

**FUTURE BUSINESS LEADERS OF AMERICA**

Advisor.....Mrs. Wardell

**FRENCH CLUB**

Advisor.....Mrs. Herringshaw

**LIBRARY CLUB**

Advisor.....Mrs. O'Donnell

**CHESS CLUB**

Advisor.....Mr. DeBrita

**ROCKET CLUB**

Advisor.....Mr. DeBrita

**STUDENT EXCHANGE**

Advisors.....Mrs. Shear, Mrs. Keesler

**SPANISH CLUB**

Advisor.....Mrs. Keesler

**DANCE CLUB**

Advisor.....Mrs. Boyuka

**MAGIC & GAMES CLUB**

Advisor.....Mr. Ciurzynski

**EMS**

Advisor.....Mr. Peake

**ADSIP**

Advisor.....Miss Clark

**ART CLUB**

Advisor.....Mrs. Pilvelis

**STUDENT COUNCIL**

Advisor.....Mr. Symons & Mrs. O'Donnell

**SIPP**

Advisors.....Mr. O'Donnell & Mrs. Modlo

**Class of 2010**

Advisor.....Mrs. Keesler

**Class of 2011**

Advisor.....Mrs. Salasny & Mr. Maye

**Class of 2012**

Advisor.....Mr. Klumpp

**Class of 2013**

Advisor.....Mrs. Martino

**PUBLIC NOTIFICATION**

The Windsor Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator/Section 504 Coordinator  
 Director for Special Programs  
 Windsor Central School District  
 213 Main Street  
 Windsor, NY 13865

**DRUG AND ALCOHOL COUNSELING, REHABILITATION AND RE-ENTRY PROGRAMS**

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

Al-Anon Family Group.....722-5983  
 Al-A-Teen.....722-5983  
 Alcohol Information and Referral Center.....722-4080  
 Alcoholics Anonymous.....722-5983  
 Alcoholism Center of Broome County.....724-4570  
 Broome County Council on Alcoholism.....723-7529  
 Drug Awareness Center.....778-1251  
 Substance Abuse Hotline (toll-free).....800-522-5353  
 B. C. Community Mental Health Services.....778-0151  
 Family & Children's Society of Broome County.....729-6206  
 Gateway Drop-In Center.....729-2273  
 Catholic Social Services.....729-9166  
 Crisis Center-UHS Emergency Mental Health .....762-2458  
 Windsor High School.....655-8250  
 High School Principals                      Guidance Counselors  
 Drug Awareness Counselor                      School Social Worker  
 Student Groups: SADD, AdSIP, SIPP                      School Nurse

**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.

**PROTECTION OF PUPIL RIGHTS POLICY**

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

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

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

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

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

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

necessary to protect the immediate health or safety of the student or other students

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

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

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

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

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

If you do not want the Windsor Central School District to disclose some or all directory information from your child's education records without your prior written consent, you must notify the District in writing by October 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
- |                         |
|-------------------------|
| Electronic mail address |
| Photograph              |
| Date and place of birth |
| Dates of attendance     |

Revised 8/2009